

**Records Disposal
Authority**

**Australian Electoral
Commission**

Job no 2005/210284

26 October 2005



Australian Government

National Archives of Australia

© Commonwealth of Australia 2005

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968* no part may be reproduced by any process without prior written permission from the National Archives of Australia. Requests and inquiries concerning reproduction and rights should be directed to the Publications Manager, National Archives of Australia, PO Box 7425, Canberra Business Centre ACT 2610, Australia.

CONTENTS

INTRODUCTION	5
Disposal authorisation	5
Purpose of this authority	5
Using this authority	5
Amendment of this authority	6
CONTACT INFORMATION	6
AUTHORISATION	7
CLASSES	9
Elections, ballots and referendums	9
Electoral information and education	33
Funding and disclosure	47
International electoral services	56
Party registration	67
Redistribution	75
Roll management	85

{This page has been left blank intentionally.}

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 Business 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 2005/210284

AUTHORISATION**RECORDS DISPOSAL AUTHORITY****Person to whom notice of
authorisation is given:**

Electoral Commissioner
Australian Electoral Commission
Central Office, West Block
Queen Victoria Tce
Parkes ACT 2600

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



Ross Gibbs
Director-General

Date of issue:
26 October 2005

[This page has been left blank intentionally.]

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

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
Class no. 11692	Records documenting the acquisition of items relating to the elections, ballots and referendum function. Includes: <ul style="list-style-type: none"> • request for quotes • orders • correspondence relating to the acquisition • copies of invoices. 	Destroy 7 years after last action

Advice

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

Entry	Description of Records	Disposal Action
Class no. 11693	Records documenting the receipt and provision of advice to clients to whom the agency provides election services, on policies, procedures and requirements relating to the elections, ballots and referendums function.	Destroy 7 years after action completed
Class no. 11696	Records documenting the receipt and provision of advice to individuals, groups and organisations that are not clients, on policies, procedures and requirements relating to the elections, ballots and referendums function.	Destroy 3 years after receipt or provision of advice

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Agreements

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

Entry	Description of Records	Disposal Action
Class no. 11694	Final versions of agreements relating to the elections, ballots and referendums function. <i>[For agreements arising from a tendering process, use ELECTIONS, BALLOTS AND REFERENDUMS – Tendering.]</i>	Destroy 7 years after expiry or termination of agreement
Class no. 11695	Records documenting the negotiation, establishment, maintenance and review of agreements relating to the elections, ballots and referendums function.	Destroy 7 years after expiry or termination of agreement

Appeals (decisions)

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

For challenges to the validity of an election, use ELECTIONS, BALLOTS AND REFERENDUMS - Disputed Returns.

Entry	Description of Records	Disposal Action
Class no. 11697	Records documenting appeals against the electoral process. Includes notifications of results of the appeals.	Destroy 14 years after last action

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of Records	Disposal Action
Class no. 11698	Final versions of audit reports relating to the elections, ballots and referendums function.	Destroy 5 years after last action
Class no. 11699	Records documenting the planning and conduct of audits relating to the elections, ballots and referendums function. Includes: <ul style="list-style-type: none">• draft plans• discussion papers• draft reports• comments• minutes of meetings.	Destroy 2 years after last action

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Community Liaison

The activities associated with managing the contact between the agency and individuals, professional associations, private sector organisations and community groups. Includes sharing informal advice and discussions.

Entry	Description of Records	Disposal Action
Class no. 11700	Records documenting comments from individuals, professional associations, private sector organisations and community groups relating to controversial matters or events that establish a precedent, such as the referendum to give Aboriginals the right to vote. Includes correspondence received and responses to comments.	Retain as national archives
Class no. 11701	Records documenting comments from individuals, professional associations, private sector organisations and community groups relating to matters which are not controversial or do not establish a precedent. Includes correspondence received and responses to comments.	Destroy 2 years after last action

Conferences

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

For published proceedings from conferences hosted by the agency or containing significant input from the agency, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
Class no. 11702	Master copies of unpublished proceedings, reports, speeches and papers from conferences hosted by the agency or containing significant input from the agency and relating to the elections, ballots and referendums function.	Destroy 3 years after last action

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Conferences - Continued

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

For published proceedings from conferences hosted by the agency or containing significant input from the agency, use PUBLICATION – Production.

Class no. 11703	Records documenting arrangements for conferences hosted by the agency and relating to the elections, ballots and referendums function. Includes: <ul style="list-style-type: none"> • program schedule • arrangements for speakers • presentation outlines • promotional material arrangements • registrations • requests for information • venue booking and confirmation. 	Destroy 1 year after last action
Class no. 11704	Records documenting the attendance of staff at conferences arranged by other organisations and relating to the elections, ballots and referendums function. Includes: <ul style="list-style-type: none"> • conference registration forms • programs • proceedings • conference promotion material • participants' reports. 	Destroy when reference ceases

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

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
Class no. 11705	Records documenting contract management relating to the elections, ballots and referendums function. Includes minutes of meetings with stakeholders and performance and evaluation reports.	Destroy 7 years after completion or termination of contract

Disputed Returns

The activity of dealing with disputes challenging the validity of any election or return by petition addressed to the courts. Includes the lodgement and return of security deposits.

Entry	Description of Records	Disposal Action
Class no. 11706	Records documenting the process of disputing elections or returns, in the courts, that establish a precedent. Includes: <ul style="list-style-type: none"> • notifications • copies of petitions • briefs • evidence. 	Retain as national archives
Class no. 11707	Records documenting the process of disputing elections or returns, in the courts, that do not establish a precedent. Includes: <ul style="list-style-type: none"> • notifications • copies of petitions • briefs • evidence. 	Destroy 20 years after last action

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Election Arrangements

The activity of administering, preparing and organising an election. Includes organising voting venues, call centres and tally rooms, declaration exchanges, and election specific administration and financial arrangements.

For the design and supply of equipment and materials used in the conduct of elections, use ELECTIONS, BALLOTS AND REFERENDUMS – Equipment and Materials.

For the formal recruitment or appointment process for temporary personnel to assist in the conduct of elections, use ELECTIONS, BALLOTS AND REFERENDUMS – Electoral Personnel.

For master printed copies of certified lists of voters, printed rolls or official rolls, use ROLL MANAGEMENT – Enrolment.

For finalising operations following an election, use ELECTIONS, BALLOTS AND REFERENDUMS – Post Election Operations.

For the counting of votes following an election, use ELECTIONS, BALLOTS AND REFERENDUMS – Scrutiny.

For the activities associated with the preparation of electoral rolls, use ROLL MANAGEMENT.

Entry	Description of Records	Disposal Action
Class no. 11708	Election records and arrangements books documenting the micro-level planning and preparation for the election for significant elections where major changes were introduced in the way elections are conducted such as first Federal election in 1901, 1925 Federal election where compulsory voting was first used, 1984 Federal election following numerous changes to the Act, including compulsory enrolment and voting for Aboriginal people, franchise qualification changed to Australian citizenships, group voting ticket introduced for the Senate, registration of political parties introduced and polling place closure time changed or first election conducted for Aboriginal and Torres Strait Islander Commission in 1990.	Retain as national archives

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Election Arrangements - Continued

The activity of administering, preparing and organising an election. Includes organising voting venues, call centres and tally rooms, declaration exchanges, and election specific administration and financial arrangements.

For the design and supply of equipment and materials used in the conduct of elections, use ELECTIONS, BALLOTS AND REFERENDUMS – Equipment and Materials.

For the formal recruitment or appointment process for temporary personnel to assist in the conduct of elections, use ELECTIONS BALLOTS AND REFERENDUMS – Electoral Personnel.

For master printed copies of certified lists of voters, printed rolls or official rolls, use ROLL MANAGEMENT – Enrolment.

For finalising operations following an election, use ELECTIONS, BALLOTS AND REFERENDUMS – Post Election Operations.

For the counting of votes following an election, use ELECTIONS, BALLOTS AND REFERENDUMS – Scrutiny.

For the activities associated with the preparation of electoral rolls, use ROLL MANAGEMENT.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11709	Election records and arrangements books documenting the micro-level planning and preparation for the election for less significant elections where major changes were not introduced.	Disposal not authorised
Class no. 11710	Records documenting administrative arrangements for elections, ballots and referendums. Includes: <ul style="list-style-type: none"> • venue bookings • schedules • advertisements • media liaison • security arrangements • notices • distribution lists • delivery instructions • set up instructions. 	Destroy 3 years after last action

LECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Electoral Personnel

The activities associated with recruitment and appointment of temporary personnel engaged under provisions of electoral legislation such as the Commonwealth Electoral Act 1918.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11711	Records associated with managing general conditions of employment for temporary personnel engaged to assist in the conduct of elections and referendums. Includes: <ul style="list-style-type: none">• attendance records• assessment forms• confirmation of employment• expression of interest forms• offers of employment• payment detail forms.	Destroy 7 years after last action

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11712	Records documenting the handling of enquiries relating to the elections, ballots and referendums function.	Destroy 2 years after enquiry is completed

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Equipment and Materials

The activity of organising the design, supply, storage and disposal of equipment and material to be used in the conduct of elections, ballots and referendums.

For tendering to supply equipment and materials to be used in the conduct of elections, use ELECTIONS, BALLOTS AND REFERENDUMS – Tendering.

For the draw for ballot paper positions, use ELECTIONS.

Entry	Description of Records	Disposal Action
Class no. 11713	Records documenting the design, supply, storage and disposal of electoral equipment and materials. Includes: <ul style="list-style-type: none">• specifications• designs• art work• samples• drafts• delivery slips• destruction certificates• allocation lists.	Destroy 7 years after last action

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Information Services

The activity of developing and disseminating specific information concerning a particular election, ballot or referendum.

For the promotion of electoral matters to the public outside the election period, use ELECTORAL INFORMATION AND EDUCATION.

For providing access to electoral related information, such as financial returns, use FUNDING AND DISCLOSURE – Information Access.

Entry	Description of Records	Disposal Action
Class no. 11714	Records documenting the development and dissemination of electoral information in regards to a specific election, ballot or referendum. Includes information kits.	Destroy 7 years after last action

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
Class no. 11715	Records documenting the conduct and administration of meetings held to support the elections, ballots and referendums function. Includes working papers.	Destroy when reference ceases

LECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Nominations

The activity of receiving and managing nominations from candidates before an election. Includes the ballot paper draw and administering the receipt and reimbursement of nomination deposits.

For managing financial transactions supporting the nominations activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 11716	Records documenting the successful nomination of candidates. Includes nomination forms and copies of nomination deposits. Note: This class also covers House of Representatives and Senate successful nominations.	Destroy after next electoral event completed
Class no. 11717	Records documenting the nomination of candidates which are rejected. Includes nomination forms and notice of rejection. Note: This class also covers House of Representatives and Senate rejected nominations.	Destroy after next electoral event is 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
Class no. 11718	Final versions of plans relating to the elections, ballots and referendums function.	Destroy 3 years after plan is superseded
Class no. 11719	Working papers used to develop plans relating to the elections, ballots and referendums function. Includes: <ul style="list-style-type: none"> • reports analysing issues • drafts • comments. 	Destroy when reference ceases

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

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. 11720	Records documenting the development and establishment of policies relating to elections, ballots and referendums. Includes: <ul style="list-style-type: none">• policy proposals• research papers• historical electoral reference materials• results of consultations• supporting reports• major drafts• final policy documents.	Retain as national archives
Class no. 11721	Working papers documenting the development of policies relating to the elections, ballots and referendums function. Includes drafts and comments.	Destroy when reference ceases

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Post Election Operations

The activity of finalising operations following an election. Includes the collection, storage and disposal of electoral documents.

For identification of suspected non-voters or multiple voting following an election, use ELECTIONS, BALLOTS and REFERENDUMS – Scanning.

Entry	Description of Records	Disposal Action
Class no. 11722	Records documenting fee for service elections and ballots conducted by the agency, such as the election of representatives to other government agencies' committees and elections for external clubs and organisations. Does not include certified agreement ballots. Includes: <ul style="list-style-type: none"> • lists of voters • ballot papers • declarations. 	Destroy 8 years after last action
Class no. 11723	Polling place copies of certified lists of voters relating to the elections, ballots and referendums function.	Destroy 1 year after declaration of poll or when non-voting and prosecution action is finalised, whichever is longer
Class no. 11724	Records documenting the conduct of industrial elections. Includes: <ul style="list-style-type: none"> • lists of voters • ballot papers • declarations. 	Destroy 1 year after electoral event is completed

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Post Election Operations - Continued

The activity of finalising operations following an election. Includes the collection, storage and disposal of electoral documents.

For identification of suspected non-voters or multiple voting following an election, use ELECTIONS, BALLOTS and REFERENDUMS – Scanning.

Entry	Description of Records	Disposal Action
Class no. 11725	Records documenting certified agreement ballots conducted by the agency for external organisations. Includes: <ul style="list-style-type: none">• lists of members• ballot papers• declarations.	Destroy after external organisation's next certified agreement ballot is completed
Class no. 11726	Electoral documents used in a Federal election, ballot or referendum. Includes: <ul style="list-style-type: none">• ballot papers• certified lists of voters• certified copies of the roll• declarations• postal vote certificates• pre-poll vote certificates.	Destroy 6 months after poll declaration or after last action, whichever is later

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 11727	Master set of agency procedure manuals, handbooks, directives etc relating to the elections, ballots and referendums function.	Destroy 5 years after procedures are superseded
Class no. 11728	Working papers documenting the development of procedures relating to the elections, ballots and referendums function. Includes drafts and comments.	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 its 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. 11729	Final versions of significant reports and returns on the conduct of elections, ballots and referendums. Includes: <ul style="list-style-type: none"> • official reports on Federal elections presented by the Electoral Commissioner following an election • summary reports on the conduct of referendums • official results of elections or referendum in statistical tables • divisional returning officer returns • election journals. 	Retain as national archives

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Reporting - Continued

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of its 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. 11730	Final versions of less significant reports and returns relating to elections, ballots and referendums function. Includes: <ul style="list-style-type: none">• officer-in-charge returns• postal voting officer-in-charge returns• special hospital mobile officer-in-charge returns• polling place liaison reports.	Destroy after next electoral event completed
Class no. 11731	Working papers documenting the development of all reports. Includes drafts and comments.	Destroy when reference ceases

LECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

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
Class no. 11732	Records documenting significant research that results in major changes to policy or procedures, or provides significant insight into voting trends. Includes: <ul style="list-style-type: none"> • data analysis • research findings • reports. 	Retain as national archives
Class no. 11733	Records documenting minor research relating to the elections, ballots and referendums function.	Destroy 10 years after last action
Class no. 11734	Working papers relating to all research processes. Includes: <ul style="list-style-type: none"> • research information • data collection documentation, such as completed surveys and interviews • drafts. 	Destroy 6 years after last action

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

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. 11735	Records documenting the review of products, processes, procedures, systems, programs etc relating to the elections, ballots and referendums function.	Destroy 3 years after completion of review
Class no. 11736	Working papers documenting the review process. Includes: <ul style="list-style-type: none"> • drafts • comments • consultation notes. 	Destroy 3 years after completion of review

Rules

The activity of interpreting and applying delegated legislation, policy, procedures and constitutions that are not administered by the agency and developing rules for non-parliamentary elections.

For the development of procedures for parliamentary elections, use ELECTIONS, BALLOTS AND REFERENDUMS – Procedures.

Entry	Description of Records	Disposal Action
Class no. 11737	Records documenting the development of rules for the conduct of non-parliamentary elections.	Destroy 8 years after last action
Class no. 11738	Working papers documenting the development of rules for the conduct of non-parliamentary elections. Includes: <ul style="list-style-type: none"> • reference information • correspondence with organisations or unions • drafts • comments. 	Destroy 8 years after last action

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Scanning

The activity of analysing who has voted in an election and identifying non-voters and multiple voters.

For the follow up action against non-voters and electoral fraud, use LEGAL SERVICES – Infringements.

Entry	Description of Records	Disposal Action
Class no. 11739	Records used in the conduct of the scanning process. Includes: <ul style="list-style-type: none">• consolidated list of those electors marked as having voted• scanning monitoring reports• scanning statistical reports.	Destroy after two electoral events completed
Class no. 11740	Records produced following the scanning process documenting electoral voting breaches. Includes: <ul style="list-style-type: none">• consolidated listing of apparent non-voters• consolidated listing of apparent multiple voters• schedule of electors who failed to vote.	Destroy after two electoral events completed

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Scrutiny

The activity of determining the acceptability of votes, and sorting and counting votes to determine the outcome of an electoral event.

For finalising operations at the completion of the scrutiny, use ELECTIONS, BALLOTS AND REFERENDUMS - Post Election Operations.

Entry	Description of Records	Disposal Action
Class no. 11741	Records documenting the scrutiny process for the House of Representatives. Includes: <ul style="list-style-type: none"> • summary of the result of the scrutiny • records of divisional advice of the final figure of first preference voters • scrutiny sheets. 	Destroy after next electoral event completed
Class no. 11742	Records documenting the election scrutiny process for the Senate. Includes summary of the result of the scrutiny and scrutiny slips/sheets.	Destroy after completion of term of Senate
Class no. 11743	Records documenting election scrutiny processes for industrial elections where there are no court inquiries involved. Includes summary of the result of the scrutiny and scrutiny slips/sheets.	Destroy 1 year after election is finalised
Class no. 11744	Records documenting election scrutiny processes for industrial elections where there are court inquiries into election irregularities. Includes summary of the result of the scrutiny and scrutiny slips/sheets.	Destroy 1 year after industrial election is finalised or when court action is finalised, whichever is longer

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Scrutiny - Continued

The activity of determining the acceptability of votes, and sorting and counting votes to determine the outcome of an electoral event.

For finalising operations at the completion of the scrutiny, use ELECTIONS, BALLOTS AND REFERENDUMS - Post Election Operations.

Entry	Description of Records	Disposal Action
Class no. 11745	Records documenting the referendum scrutiny process. Includes summary of the result of the scrutiny and scrutiny slips/sheets.	Destroy 6 months after the referendum results have been published, or when no longer required by the Electoral Commission, whichever is longer

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

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
Class no. 11746	Records documenting the development, issue and evaluation of tenders which lead to signed contracts relating to the elections, ballots and referendums function. Includes: <ul style="list-style-type: none"> • statement of requirements • requests for proposals • expressions of interest • request for tender • draft contracts • evaluation documentation • public notices • post offer negotiations • due diligence checks • signed contracts. 	Destroy 7 years after tender process completed
Class no. 11747	Tender and contract register.	Destroy 5 years after last entry
Class no. 11748	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notifications of outcome • reports on debriefing sessions. 	Destroy 2 years after tender process completed or decision made not to continue with the tender

ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

Writs

The activity associated with receiving, processing and returning election writs, which trigger the election process. The writ includes dates for the close of rolls, close of nominations, polling day and return of the writ, and names of successful candidates.

Entry	Description of Records	Disposal Action
Class no. 11749	Records documenting the receipt and return of writs for House of Representatives and Senate elections. Includes: <ul style="list-style-type: none">• public notices• election schedule• correspondence with the Governor-General's office and Prime Minister's department• copies of returned writs.	Retain as national archives
Class no. 11750	Records documenting the processing of election writs. Includes draft writs.	Destroy 7 years after last action

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Addresses (presentations)

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

Entry	Description of Records	Disposal Action
Class no. 11751	Final versions of addresses relating to the electoral information and education function.	Destroy 3 years after last action
Class no. 11752	Working papers documenting the development of addresses relating to the electoral information and education function. Includes drafts and research papers.	Destroy when reference ceases

Advice

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

Entry	Description of Records	Disposal Action
Class no. 11753	Records documenting the receipt and provision of advice on policies, procedures and other issues relating to the electoral information and education function.	Destroy 5 years after receipt or provision of advice

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and other agencies, stakeholders and interest groups. Includes sharing informal information and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
Class no. 11754	Records documenting agency liaison processes relating to the electoral information and education function. Includes: <ul style="list-style-type: none">• contact lists• meeting notes• exchanged information• requests for information.	Destroy 3 years after last action

Agreements

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

Entry	Description of Records	Disposal Action
Class no. 11755	Final versions of agreements relating to the electoral information and education function. <i>[For agreements arising from a tendering process, use ELECTORAL INFORMATION AND EDUCATION – Tendering.]</i>	Destroy 7 years after expiry or termination of agreement
Class no. 11756	Records documenting the negotiation, establishment, maintenance and review of agreements relating to the electoral information and education function.	Destroy 7 years after expiry or termination of agreement

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of Records	Disposal Action
Class no. 11757	Final versions of audit reports relating to the electoral information and education function.	Destroy 5 years after last action
Class no. 11758	Records documenting the planning and conduct of audits relating to the electoral information and education function. Includes: <ul style="list-style-type: none"> • draft plans • discussion papers • draft reports • comments • minutes of meetings. 	Destroy 2 years after last action

Contracting-out

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

Entry	Description of Records	Disposal Action
Class no. 11759	Records documenting contract management relating to the electoral information and education function. Includes minutes of meetings with stakeholders and performance and evaluation reports.	Destroy 7 years after completion or termination of contract

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

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
Class no. 11760	Records documenting the handling of enquiries relating to the electoral information and education function.	Destroy 2 years after enquiry is completed

Evaluation

The process of determining the suitability of potential or existing programs, items, 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
Class no. 11761	Records documenting the evaluation and ongoing monitoring of electoral information and education products, programs, processes, services and systems. Includes: <ul style="list-style-type: none">• evaluation criteria• draft and final version of survey/evaluation forms• results of survey.	Destroy 7 years after last action
Class no. 11762	Returned client surveys used in the evaluation of electoral information and education products, programs, processes, services and systems.	Destroy 2 years after last action

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

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
Class no. 11763	Records documenting the preparation and implementation of exhibitions relating to the electoral information and education function. Includes: <ul style="list-style-type: none">• design brief• exhibition brief• exhibition program• set up and dismantling arrangements.	Destroy 3 years after last action

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. 11764	Final versions of joint venture agreements relating to the electoral information and education function.	Destroy 7 years after completion or other termination of agreement
Class no. 11765	Records documenting the management of joint ventures undertaken to support the electoral information and education function. Includes records relating to the establishment, maintenance and review of joint venture agreements.	Destroy 7 years after completion or other termination of agreement

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Marketing

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

Entry	Description of Records	Disposal Action
Class no. 11766	Records documenting the marketing of specific services and programs relating to the electoral information and education function. Includes: <ul style="list-style-type: none">• marketing plans• promotional and advertising campaign arrangements• target group profiles• market test results.	Destroy 5 years after last action

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
Class no. 11767	Master set of agency media releases relating to the electoral information and education function.	Retain as national archives
Class no. 11768	Lists of media contacts and experts maintained by the agency to support the electoral information and education function.	Destroy when superseded

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Media Relations - Continued

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
Class no. 11769	Copies of media items relating to the electoral information and education function. Includes: <ul style="list-style-type: none">• news cuttings• transcripts• electronic items.	Destroy when reference ceases

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
Class no. 11770	Final versions of minutes and supporting documents tabled at meetings held to support the electoral information and education function.	Destroy 7 years after date of meeting
Class no. 11771	Working papers documenting the conduct and administration of meetings held to support the electoral information and education function. Includes: <ul style="list-style-type: none">• venue booking• notification of meeting• agenda• draft minutes• minute corrections/modifications• written apologies.	Destroy when reference ceases

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

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. 11772	Final versions of plans relating to the electoral information and education function. Includes yearly plans.	Destroy 3 years after plan is superseded
Class no. 11773	Working papers used to develop plans relating to the electoral information and education function. Includes: <ul style="list-style-type: none"> • reports analysing issues • drafts • comments. 	Destroy 1 year after adoption of final plan

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. 11774	Records documenting the development and establishment of policies relating to the electoral information and education function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Retain as national archives

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Policy - Continued

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

Entry	Description of Records	Disposal Action
Class no. 11775	Working papers documenting the development of policies relating to the electoral information and education function. Includes minor drafts and comments.	Destroy 2 years after promulgation of the new policy

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 11776	Master set of agency procedure manuals, handbooks, directives etc. relating to the electoral information and education function.	Destroy 5 years after procedures are superseded
Class no. 11777	Working papers documenting the development of procedures relating to the electoral information and education function. Includes: <ul style="list-style-type: none">• reference information• drafts• comments.	Destroy when reference ceases

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Program Delivery

The activity of developing and conducting specific purpose targeted education, information and skill enhancement programs.

For bookings and arrangements for educational visits to the agency's education centres, or by the agency to schools and community groups, use ELECTORAL INFORMATION AND EDUCATION – Visits and Events.

Entry	Description of Records	Disposal Action
Class no. 11778	Final versions of indigenous training and education material such as programs and associated resources developed to support the electoral information and education function. Includes: <ul style="list-style-type: none"> • school and classroom based electoral education program resource kits • indigenous community education activities and resource materials • teacher professional development resource kits. 	Destroy 25 years after last action
Class no. 11779	Final versions of programs and associated resources developed to support the electoral information and education function other than indigenous training and education material. Includes: <ul style="list-style-type: none"> • school and classroom based electoral education program resource kits • community education activities and resource materials • teacher professional development resource kits. 	Destroy 10 years after last action
Class no. 11780	Working papers documenting the development and delivery of programs and resources relating to the electoral information and education function. Includes: <ul style="list-style-type: none"> • research and reference material • target audience profiles • drafts • arrangements for testing program • comments • program schedules. 	Destroy when reference ceases

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of its 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. 11781	Final versions of reports relating to the electoral information and education function. Includes statistical returns.	Destroy 5 years after report finalised
	<i>[For reports relating to visits and events to educate the community on electoral matters, use ELECTORAL INFORMATION AND EDUCATION – Visits and Events.]</i>	
Class no. 11782	Working papers documenting the development of reports relating to the electoral information and education function. Includes: <ul style="list-style-type: none"> • research information • draft reports • comments. 	Destroy when reference ceases

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
Class no. 11783	Records documenting research results relating to the electoral information and education function. Includes: <ul style="list-style-type: none"> • data analysis • research findings • reports. 	Destroy 5 years after last action

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Research - Continued

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support 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
Class no. 11784	Working papers supporting research processes undertaken to support the electoral information and education function. Includes: <ul style="list-style-type: none"> • research information • completed surveys and interviews • drafts. 	Destroy when reference ceases

Reviewing

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

Entry	Description of Records	Disposal Action
Class no. 11785	Records documenting the review of products, processes, procedures, systems, programs, etc. relating to the electoral information and education function.	Destroy 5 years after completion of review
Class no. 11786	Working papers documenting the review process relating to the electoral information and education function. Includes: <ul style="list-style-type: none"> • review methodology • drafts • comments • consultation notes. 	Destroy when reference ceases

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

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
Class no. 11787	Records documenting the development, issue, and evaluation of tenders which lead to signed simple contracts and relate to the electoral information and education function. Includes: <ul style="list-style-type: none">• statements of requirements• requests for proposals• expressions of interest• requests for tender• draft contracts• evaluation documentation• public notices• post offer negotiations• due diligence checks• signed contracts.	Destroy 7 years after tender process completed
Class no. 11788	Tender and contract registers relating to the electoral information and education function.	Destroy 5 years after last entry
Class no. 11789	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notifications of outcome• reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

ELECTORAL INFORMATION AND EDUCATION

The function of providing information and education programs to promote public awareness of electoral matters. Includes providing advice to education authorities on civics curriculum, researching and developing programs to meet the needs of specific target groups, conducting visits to schools and community groups, and the evaluation and review of these services.

For the dissemination of information concerning a specific election during an election period, use ELECTIONS, BALLOTS AND REFERENDUMS – Information Services.

For the production of publication, video, posters, manuals, brochures, etc. to promote electoral awareness, use PUBLICATION.

For the publication of election, ballot or referendum information products and promotional material, use PUBLICATION.

Visits and Events

The activity of arranging visits and events with a view to inform and educate the community on electoral matters. Includes visits to the organisation and visits conducted by the organisation's staff.

For the development and delivery of targeted education, information and skill enhancement programs, use ELECTORAL INFORMATION AND EDUCATION – Program Delivery.

Entry	Description of Records	Disposal Action
Class no. 11790	Statistical summaries and reports relating to visits and events relating to the electoral information and education function.	Destroy 10 years after last action
Class no. 11791	Records documenting visits to the agency's education centres, or by the agency to schools and community groups relating to the electoral information and education function. Includes: <ul style="list-style-type: none">• bookings and reservations• visit arrangements• requests for information regarding visits.	Destroy 7 years after date of visit or event

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

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. 11792	Records documenting the receipt and provision of advice on policies, procedures and requirements relating to the funding and disclosure function.	Destroy 5 years after receipt or provision of advice

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, systems and quality assurance audits.

For audits of annual financial returns from candidates, Senate groups and political parties, use FUNDING AND DISCLOSURE – Compliance Audit.

Entry	Description of Records	Disposal Action
Class no. 11793	Final versions of audit reports relating to the funding and disclosure function.	Destroy 7 years after last action
Class no. 11794	Records documenting the planning and conduct of audits relating to the funding and disclosure function. Includes: <ul style="list-style-type: none">• draft plans• discussion papers• draft reports• comments• minutes of meetings.	Destroy 2 years after last action

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

Compliance Audit

The activities associated with the organisation conducting audits to ensure parties and associated entities are complying with legislation on funding and disclosure returns.

For investigation into irregularities identified during compliance audits, use FUNDING AND DISCLOSURE – Investigations.

For operational audits of the funding and disclosure function, use FUNDING AND DISCLOSURE – Audit.

Entry	Description of Records	Disposal Action
Class no. 11795	Records documenting compliance audits on annual disclosure returns from political parties and associated entities. Includes: <ul style="list-style-type: none">• preliminary plans• collected information• summary reports on findings• comments• discussion notes.	Destroy 7 years after last action

Information Access

The activities associated with providing the public, candidates and other interested parties, with access to electoral related information, such as financial returns and redistribution maps.

For the development and dissemination of specific information concerning a particular election, ballot or referendum, use ELECTIONS, BALLOTS AND REFERENDUMS - Information Services.

Entry	Description of Records	Disposal Action
Class no. 11796	Records documenting requests for access to financial returns relating to the funding and disclosure function. Includes access registers.	Destroy 2 years after request completed

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

Investigations

The activities associated with official examinations of events, items, records, etc. to ensure compliance with agreed codes, standards, and objectives.

Entry	Description of Records	Disposal Action
Class no. 11797	Records documenting investigations into irregularities in financial returns relating to the funding and disclosure function. Includes: <ul style="list-style-type: none"> • copies of notices and warrants issued • copies of documents required for investigation • correspondence relating to notices • consultation notes • investigation report. 	Destroy 4 years after last action

Media Appraisals

The activities associated with validating media comments and examining the context to any reported inaccurate or misleading information relating to funding and disclosure or party registration.

Entry	Description of Records	Disposal Action
Class no. 11798	Records documenting requests for media validation where the media item is found to be incorrect and a breach of the legislation has occurred. Includes: <ul style="list-style-type: none"> • request • copy of media item • appraisal • advice • referral for legal action • formal response. <i>[For legal action taken against incorrect media content, use LEGAL SERVICES – Litigation.]</i>	Destroy 25 years after last action
Class no. 11799	Records documenting requests for media validation where the media item is found to be correct and no breach of the legislation has occurred. Includes: <ul style="list-style-type: none"> • request • copy of media item • appraisal • response. 	Destroy 7 years after last action

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

Media Appraisals - Continued

The activities associated with validating media comments and examining the context to any reported inaccurate or misleading information relating to funding and disclosure or party registration.

Entry	Description of Records	Disposal Action
Class no. 11800	Copies of media items specifically related to funding, disclosure and electoral matters. Includes: <ul style="list-style-type: none">• news cuttings• transcripts• media interviews• media comments• electronic items.	Destroy 7 years after last action
Class no. 11801	Records documenting requests for media validation that do not fall under the agency's jurisdiction. Includes: <ul style="list-style-type: none">• request• copy of media item• appraisal• response.	Destroy 2 years after last action

Payments

The activities involved in the preparation and payment of money.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 11802	Records documenting the management of payments for election funding. Includes calculations and payment details.	Destroy 7 years after payment completed

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

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. 11803	Records documenting the development and establishment of policies relating to the funding and disclosure function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Retain as national archives
Class no. 11804	Working papers documenting the development of policies relating to the funding and disclosure function. Includes minor drafts and comments.	Destroy 5 years after policy is superseded

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 11805	Master set of agency procedure manuals, handbooks, directives etc. relating to the funding and disclosure function.	Destroy 3 years after procedures are superseded
Class no. 11806	Working papers documenting the development of procedures relating to the funding and disclosure function. Includes: <ul style="list-style-type: none"> • reference information • drafts • comments. 	Destroy when reference ceases

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

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. 11807	Final versions of reports prepared for the Minister on the operation of the election funding and financial disclosure activities.	Retain as national archives
Class no. 11808	Final versions of internal reports relating to the funding and disclosure function.	Destroy 3 years after report finalised
Class no. 11809	Working papers documenting the development of all reports relating to the funding and disclosure function. Includes: <ul style="list-style-type: none">• research information• drafts• comments.	Destroy when reference ceases

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

Returns Management

The activity of processing disclosure returns from candidates, Senate groups, political parties, and third parties involved in election campaigns.

Entry	Description of Records	Disposal Action
Class no. 11810	Disclosure returns relating to the funding and disclosure function.	Disposal not authorised
Class no. 11811	Supporting documentation associated with disclosure returns. Includes: <ul style="list-style-type: none">• amendments• requests for information and responses• notices regarding failure to lodge returns.	Destroy 7 years after last action

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. 11812	Records documenting the review of products, processes, procedures, systems, programs, etc. relating to the funding and disclosure function.	Destroy 5 years after completion of review
Class no. 11813	Working papers documenting the review process relating to the funding and disclosure function. Includes: <ul style="list-style-type: none">• review methodology• drafts• comments• consultation notes.	Destroy when reference ceases

FUNDING AND DISCLOSURE

The function of administering the public funding of election campaigns and financial disclosure schemes. Includes providing advice on election funding and disclosure returns, conducting compliance audits to ensure parties and associated entities are complying with legislation, carrying out investigations into identified non-compliance cases and providing public access to funding and disclosure records. Also includes the administration of election funding payments and processing of disclosure returns, such as electoral expenditure and donations received.

For managing financial transactions supporting the funding and disclosure activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For the management of breaches of the legislation relating to funding and disclosures, use LEGAL SERVICES – Infringements.

For processing applications for registration of a political party, use PARTY REGISTRATION – Application Processing.

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Entry	Description of Records	Disposal Action
Class no. 11814	Records documenting reviews of decisions relating to the funding and disclosure function. Includes: <ul style="list-style-type: none">• requests for review• supporting documentation• determination• notices• requests for information.	Destroy 5 years after last action

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

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. 11815	Records documenting the receipt and provision of advice on policies, procedures and requirements relating to the international services function.	Retain as National Archives

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and other agencies, stakeholders and interest groups. Includes sharing informal information and discussions and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
Class no. 11816	Records documenting agency liaison processes relating to the international services function. Includes: <ul style="list-style-type: none">• contact lists• meeting notes• exchanged information• requests for information.	Destroy 5 years after last action

Agreements

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

Entry	Description of Records	Disposal Action
Class no. 11817	Final versions of agreements relating to the international services function. Includes Memoranda of Understanding (MOU).	Retain as national archives
Class no. 11818	Records documenting the negotiation, establishment, maintenance and review of agreements relating to the international services function.	Destroy 10 years after expiry or termination of agreement

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, systems audits and quality assurance audits.

Entry	Description of Records	Disposal Action
Class no. 11819	Final versions of audit reports relating to the international services function.	Destroy 5 years after last action
Class no. 11820	Records documenting the planning and conduct of audits relating to the international services function. Includes: <ul style="list-style-type: none">• draft plans• discussion papers• draft reports• comments• minutes of meetings.	Destroy 2 years after last action

Authorisation

The process of seeking and granting permission to undertake requested action.

Entry	Description of Records	Disposal Action
Class no. 11821	Records documenting authorisation for the agency to undertake electoral assistance relating to the international services function.	Destroy 10 years after last action

[For the management of international electoral assistance programs, use INTERNATIONAL ELECTORAL SERVICES – Electoral Assistance.]

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

Capacity Building

The activities associated with participating in capacity building projects to support the development and operation of electoral services in overseas countries. Includes providing support for the development of electoral facilities, policies and systems to ensure resources are available within a community to carry out future elections.

For the management of special purpose international electoral assistance projects, use INTERNATIONAL SERVICES – Electoral Assistance.

Entry	Description of Records	Disposal Action
Class no. 11822	Records documenting capacity building projects relating to the international services function. Includes: <ul style="list-style-type: none"> • project plans • lists of resources • project reports. 	Destroy 10 years after project completed

Conferences

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

For published proceedings from conferences hosted by the agency or containing significant input from the agency, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
Class no. 11823	Master copies of unpublished proceedings, reports, speeches and papers from conferences hosted by the agency or containing significant input from the agency and relating to the international services function.	Destroy 10 years after last action
Class no. 11824	Records documenting arrangements for conferences hosted by the agency and relating to the international services function. Includes: <ul style="list-style-type: none"> • program schedule • arrangements for speakers • presentation outlines • promotional material arrangements • registrations • requests for information • venue booking and confirmation. 	Destroy 4 years after last action

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

Conferences - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11825	Records documenting the attendance of staff at conferences arranged by other organisations and relating to the international services function. Includes: <ul style="list-style-type: none">• conference registration forms• programs• proceedings• conference promotion material• participants' reports.	Destroy 4 years after last action

Contracting-out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11826	Records documenting contract management relating to the international services function. Includes minutes of meetings with stakeholders, and performance and evaluation reports.	Destroy 7 years after completion or termination of contract

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

Electoral Assistance

The activity of managing special purpose international electoral assistance projects, such as providing electoral technical assistance and supervising and observing overseas electoral processes.

For participation in capacity building programs in foreign countries, use INTERNATIONAL SERVICES – Capacity Building.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11827	Records documenting electoral assistance projects relating to the international services function. Includes: <ul style="list-style-type: none">• request for assistance• survey mission report• information and reference material• operational plans• costings• funding details• project reports.	Destroy 10 years after project completed

[For the authorisation to participate in international electoral assistance projects, use INTERNATIONAL ELECTORAL SERVICES – Authorisation.]

Enquiries

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11828	Records documenting the handling of enquiries relating to the international services function.	Destroy 2 years after enquiry is completed

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

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>
Class no. 11829	Records documenting the evaluation and ongoing monitoring of international services products, programs, processes, services and systems. Includes: <ul style="list-style-type: none">• evaluation criteria• draft and final version of survey/evaluation forms• returned survey forms• results of survey• recommendations.	Destroy 10 years after last action

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11830	Final versions of minutes and supporting documents tabled at meetings held to support the international services function.	Destroy 2 years after date of meeting
Class no. 11831	Working papers documenting the conduct and administration of meetings held to support the international services function. Includes: <ul style="list-style-type: none">• venue booking• notification of meeting• agenda• draft minutes.	Destroy when reference ceases

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

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. 11832	Final versions of plans relating to the international services function.	Destroy 5 years after plan is superseded
Class no. 11833	Working papers used to develop plans relating to the international services function. Includes: <ul style="list-style-type: none">• reports analysing issues• draft plans• comments.	Destroy 5 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. 11834	Records documenting the development and establishment of policies relating to the international services function. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Retain as national archives
Class no. 11835	Working papers documenting the development of policies relating to the international services function. Includes minor drafts and comments.	Destroy 5 years after policy is superseded

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 11836	Master set of agency procedure manuals, handbooks, directives, etc relating to the international services function.	Destroy 5 years after procedures are superseded
Class no. 11837	Records documenting the development of agency procedures relating to the international services function. Includes: <ul style="list-style-type: none">• reference information• drafts• comments.	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 its 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. 11838	Final versions of reports relating to the international services function. Includes: <ul style="list-style-type: none">• debriefing reports• progress reports• completion reports.	Retain as national archives
Class no. 11839	Working papers documenting the development of reports. Includes: <ul style="list-style-type: none">• research information• drafts• comments.	Destroy when reference ceases

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

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. 11840	Records documenting the review of products, processes, procedures, systems and programs relating to the international services function.	Destroy 5 years after completion of review
Class no. 11841	Working papers documenting the review process. Includes: <ul style="list-style-type: none"> • review methodology • drafts • comments • consultation notes. 	Destroy when reference ceases

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
Class no. 11842	Records documenting the development, issue and evaluation of tenders which lead to signed contracts relating to the international services function. Includes: <ul style="list-style-type: none"> • statement of requirements • requests for proposals • expressions of interest • request for tender • draft contracts • evaluation documentation • public notices • post offer negotiations • due diligence checks • signed contract. 	Destroy 7 years after tender process completed
Class no. 11843	Tender and contract registers relating to the international services function.	Destroy 5 years after last entry

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

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>
Class no. 11844	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.	Destroy 2 years after tender process completed or decision made not to continue with the tender

Training Programs

The activities associated with the development and review of curriculum and support materials for training programs developed or presented by the agency. Includes curriculum, programs, course outlines, lecture notes and course evaluation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11845	Master set of training material for courses and programs developed by the agency and relating to the international services function. Includes: <ul style="list-style-type: none">• program plan and objectives• curriculum• lecture notes• training manuals• hand-outs• films and videos• photographs and slides• scripts• brochures.	Destroy 10 years after last action
Class no. 11846	Working papers documenting the development of training courses and programs. Includes: <ul style="list-style-type: none">• drafts• target audience profiles• research information.	Destroy 5 years after last action

INTERNATIONAL ELECTORAL SERVICES

The function of providing assistance to foreign countries on electoral matters. Includes managing special purpose international assistance projects, such as participating in election observation missions and assisting in United Nations conducted elections. Also includes providing advice and answering enquiries about international electoral services, participating in international electoral conferences, developing, planning and conducting visitor programs and providing expert consultancy assistance.

Visitor Programs

The activities associated with developing and implementing programs for international visitors to observe the Australian electoral process.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11847	Records documenting the conduct of international visitor programs to observe the electoral process in Australia. Includes: <ul style="list-style-type: none">• notifications of program• requests to attend• requests for information• itineraries• programs• briefings.	Destroy 4 years after date of visit

PARTY REGISTRATION

The function of registering and deregistering political parties at Federal level. Includes processing applications for registration, appeals against the refusal of the organisation to register a party, reviews of decisions regarding party registration, reviewing eligibility of party registration, and maintaining registers of political parties and agents and ensuring public access to the registers.

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. 11848	Records documenting the receipt and provision of advice on policies, procedures and requirements relating to the party registration function.	Destroy 5 years after last action

Appeals (decisions)

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

Entry	Description of Records	Disposal Action
Class no. 11849	Records documenting successful appeals to courts or tribunals against determinations made by the agency in relation to party registrations. Includes: <ul style="list-style-type: none">• notice of appeal or applications to the court or tribunal• correspondence with legal service providers• correspondence with parties to the proceedings• briefings• witness statements• determination.	Disposal not authorised
Class no. 11850	Records documenting unsuccessful appeals to courts or tribunals against determinations made by the agency in relation to party registrations. Includes: <ul style="list-style-type: none">• notice of appeal or applications to the court or tribunal• correspondence with legal service providers• correspondence with parties to the proceedings• briefings• witness statements• determination.	Destroy 5 years after last action

PARTY REGISTRATION

The function of registering and deregistering political parties at Federal level. Includes processing applications for registration, appeals against the refusal of the organisation to register a party, reviews of decisions regarding party registration, reviewing eligibility of party registration, and maintaining registers of political parties and agents and ensuring public access to the registers.

Application Processing

The activity of processing applications for registration of a political party, and applications for funding.

For the approved amendments to registers of political parties or party agents, use PARTY REGISTRATION - Registration.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11851	Records documenting applications for party registration or changes to party registration that are approved. Includes: <ul style="list-style-type: none">• registration application• requests for information• supporting documentation• membership verification checks• copies of appeal papers• copies of court/tribunal decisions• notice of variation• public notices• objections• response• summary of objections• determination• registration confirmation letter to party• letters of decision to objectors.	Retain as national archives
Class no. 11852	Records documenting applications for party registration or changes to party registration that are rejected. Includes: <ul style="list-style-type: none">• registration application• supporting documentation• membership verification checks• notice of variation• public notices• objections• response• summary of objections• determination• requests for information• notification of rejection• copies of appeal papers• copies of court/tribunal decisions.	Destroy 5 years after last action

PARTY REGISTRATION

The function of registering and deregistering political parties at Federal level. Includes processing applications for registration, appeals against the refusal of the organisation to register a party, reviews of decisions regarding party registration, reviewing eligibility of party registration, and maintaining registers of political parties and agents and ensuring public access to the registers.

Application Processing - Continued

The activity of processing applications for registration of a political party, and applications for funding.

For the approved amendments to registers of political parties or party agents, use PARTY REGISTRATION - Registration.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11853	Records documenting applications for party registration or changes to party registration that have lapsed or discontinued prior to approval. Includes: <ul style="list-style-type: none">• registration application• supporting documentation• requests for information• notice of withdrawal• notifications• objections• responses• summary of objections• determination.	Destroy 2 years after last action

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11854	Final versions of audit reports relating to the party registration function.	Destroy 5 years after last action
Class no. 11855	Records documenting the planning and conduct of audits relating to the party registration function. Includes: <ul style="list-style-type: none">• draft plans• discussion papers• draft reports• comments• minutes of meetings.	Destroy 2 years after last action

PARTY REGISTRATION

The function of registering and deregistering political parties at Federal level. Includes processing applications for registration, appeals against the refusal of the organisation to register a party, reviews of decisions regarding party registration, reviewing eligibility of party registration, and maintaining registers of political parties and agents and ensuring public access to the registers.

Deregistration

The activity of deregistering a political party. Includes voluntary deregistration, deregistration of parties not endorsing candidates, and deregistration of parties no longer related to parent party.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11856	Records documenting the deregistration of a political party. Includes: <ul style="list-style-type: none">• application for voluntary deregistration• notice of deregistration• statements• proposal to deregister• determinations• notice of determination• public notices.	Retain as national archives

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11857	Records documenting the handling of enquiries relating to the party registration function.	Destroy 2 years after last action

Media Appraisals

The activities associated with validating media comments and examining the context to any reported inaccurate or misleading information relating to funding and disclosure or party registration.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11858	Records documenting requests for media validation where the media item is found to be incorrect and a breach to the Act has occurred. Includes: <ul style="list-style-type: none">• request• copy of media item• appraisal• advice• referral for legal action• formal response. <i>[For legal action taken against incorrect media content, use LEGAL SERVICES – Litigation.]</i>	Destroy 25 years after last action

PARTY REGISTRATION

The function of registering and deregistering political parties at Federal level. Includes processing applications for registration, appeals against the refusal of the organisation to register a party, reviews of decisions regarding party registration, reviewing eligibility of party registration, and maintaining registers of political parties and agents and ensuring public access to the registers.

Media Appraisals - Continued

The activities associated with validating media comments and examining the context to any reported inaccurate or misleading information relating to funding and disclosure or party registration.

Entry	Description of Records	Disposal Action
Class no. 11859	Records documenting requests for media validation where the media item is found to be correct and no breach to the Act has occurred. Includes: <ul style="list-style-type: none">• request• copy of media item• appraisal• response.	Destroy 7 years after last action
Class no. 11860	Copies of media items specifically related to funding, disclosure and electoral matters. Includes: <ul style="list-style-type: none">• news cuttings• media interviews• media comments.	Destroy 7 years after last action
Class no. 11861	Records documenting requests for media validation that do not fall under the agency's jurisdiction. Includes request, copy of media item and response.	Destroy 2 years after last action

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. 11862	Records documenting the development and establishment of policies relating to the party registration function. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Retain as national archives
Class no. 11863	Working papers documenting the development of policies relating to the party registration function. Includes minor drafts and comments.	Destroy 5 years after promulgation of the new policy

PARTY REGISTRATION

The function of registering and deregistering political parties at Federal level. Includes processing applications for registration, appeals against the refusal of the organisation to register a party, reviews of decisions regarding party registration, reviewing eligibility of party registration, and maintaining registers of political parties and agents and ensuring public access to the registers.

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 11864	Master set of agency procedure manuals, handbooks, directives etc relating to the party registration function.	Destroy 3 years after procedures are superseded
Class no. 11865	Working papers documenting the development of procedures relating to the party registration function. Includes: <ul style="list-style-type: none">• reference information• drafts• comments.	Destroy when reference ceases

Registration

The activities associated with maintaining registers of political parties and party agents. Includes updating registers and, if requested, providing public access to registers.

Entry	Description of Records	Disposal Action
Class no. 11866	Register of political parties.	Retain as national archives
Class no. 11867	Register of party agents.	Disposal not authorised
Class no. 11868	Records documenting requests for access to registers relating to the party registration function. Includes access registers.	Destroy 2 years after last action

PARTY REGISTRATION

The function of registering and deregistering political parties at Federal level. Includes processing applications for registration, appeals against the refusal of the organisation to register a party, reviews of decisions regarding party registration, reviewing eligibility of party registration, and maintaining registers of political parties and agents and ensuring public access to the registers.

Registration Review

The activity of undertaking periodic reviews of the continued eligibility of political parties to Federal registration. Includes notifying party of review, requesting supporting documentation and checking eligibility criteria, such as party membership.

For the deregistration of a political party, use PARTY REGISTRATION – Deregistration.

Entry	Description of Records	Disposal Action
Class no. 11869	Records documenting reviews of political party registration that do not result in deregistration. Includes: <ul style="list-style-type: none">• notifications• updated membership list• determination.	Destroy 7 years after last action
Class no. 11870	Records documenting reviews of political party registration that result in deregistration. Includes: <ul style="list-style-type: none">• notifications• updated membership list• determination.	Destroy 7 years after last action

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of its 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. 11871	Final versions of reports relating to the party registration function.	Destroy 3 years after report finalised
Class no. 11872	Working papers documenting the development of reports. Includes: <ul style="list-style-type: none">• research information• drafts• comments.	Destroy when reference ceases

PARTY REGISTRATION

The function of registering and deregistering political parties at Federal level. Includes processing applications for registration, appeals against the refusal of the organisation to register a party, reviews of decisions regarding party registration, reviewing eligibility of party registration, and maintaining registers of political parties and agents and ensuring public access to the registers.

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. 11874	Records documenting the review of products, processes, procedures, systems, programs, etc relating to the party registration function.	Destroy 5 years after completion of review
Class no. 11875	Working papers documenting the review process. Includes: <ul style="list-style-type: none">• review methodology• drafts• comments• consultation notes.	Destroy when reference ceases

Reviews (decisions)

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

For the review of eligibility of party registrations, use PARTY REGISTRATION – Registration Review.

Entry	Description of Records	Disposal Action
Class no. 11876	Records documenting reviews of decisions relating to the party registration function. Includes: <ul style="list-style-type: none">• request for review• supporting documentation• determination• notices.	Destroy 5 years after last action

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

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. 11877	Records documenting the receipt and provision of advice on policies, procedures and requirements relating to the redistribution function.	Destroy 7 years after action completed

Agreements

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

Entry	Description of Records	Disposal Action
Class no. 11878	Final versions of agreements relating to the redistribution function. <i>[For agreements arising from a tendering process, use REDISTRIBUTION – Tendering.]</i>	Destroy 7 years after expiry or termination of agreement
Class no. 11879	Records documenting the negotiation, establishment, maintenance and review of agreements relating to the redistribution function.	Destroy 7 years after expiry or termination of agreement

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of Records	Disposal Action
Class no. 11880	Final versions of audit reports relating to the redistribution function.	Destroy 5 years after last action
Class no. 11881	Records documenting the planning and conduct of audits relating to the redistribution function. Includes: <ul style="list-style-type: none">• draft plans• discussion papers• draft reports• comments• minutes of meetings.	Destroy 2 years after last action

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
Class no. 11882	Records of committees and subcommittees formed during the redistribution process, such as Redistribution Committees, and Augmented Electoral Commissions. Includes: <ul style="list-style-type: none">• documents establishing committee• final versions of minutes• reports• recommendations• supporting documents tabled at meetings.	Destroy 10 years after last action

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

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.

Entry	Description of Records	Disposal Action
Class no. 11883	Working papers documenting the conduct and administration of committees formed during the redistribution process. Includes: <ul style="list-style-type: none">• agenda• venue arrangements• notices of meetings• draft minutes.	Destroy when reference ceases

Contracting-out

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

Entry	Description of Records	Disposal Action
Class no. 11884	Records documenting contract management relating to the redistribution function. Includes minutes of meetings with stakeholders and performance and evaluation reports.	Destroy 7 years after completion or termination of contract

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

Determinations

The activities involved in determining the names and boundaries of the electoral divisions into which a State or Territory is to be divided. Includes reporting on the determination decisions, issuing instrument and gazettal of determination.

Entry	Description of Records	Disposal Action
Class no. 11885	Records documenting the determinations of electoral divisions. Includes signed original notice of final determination and signed original divisional maps.	Retain as national archives
Class no. 11886	Working papers documenting the conduct and administration of determinations. Includes drafts and copies of maps.	Destroy when reference ceases

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
Class no. 11887	Records documenting the handling of enquiries relating to the redistribution function.	Destroy 2 years after enquiry is completed

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

Hearings

The activities associated with conducting public hearings into objections to redistributions. Includes advertising hearings and booking venues.

Entry	Description of Records	Disposal Action
Class no. 11888	Records documenting proceedings at hearings into the redistribution process. Includes oral presentations and transcripts of proceedings.	Destroy 10 years after last action
Class no. 11889	Records documenting administrative arrangements for hearings. Includes: <ul style="list-style-type: none">• venue bookings• advertising• drafts of proceedings.	Destroy 7 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.

Entry	Description of Records	Disposal Action
Class no. 11890	Records documenting the implementation of electoral boundaries and names. Includes: <ul style="list-style-type: none">• implementation plans• implementation schedules• monitoring reports• advertising.	Destroy 7 years after last action

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

Information Access

The activities associated with providing the public, candidates and other interested parties with access to electoral related information, such as financial returns and redistribution maps.

Entry	Description of Records	Disposal Action
Class no. 11891	Records documenting requests for access to maps and systems identifying suggested electoral boundaries and names. Includes access books.	Destroy when reference ceases

Objections and Suggestions

The activities associated with managing objections, suggestions and comments prepared by individuals, organisations and groups and received by the organisation for consideration in relation to redistributions or enrolments.

For the conduct of public hearings into objections, use REDISTRIBUTION – Hearings.

Entry	Description of Records	Disposal Action
Class no. 11892	Written objections, suggestions and comments relating to proposed redistributions and redistribution proposals.	Destroy 10 years after last action
Class no. 11893	Records documenting administrative arrangements for the management of objections, suggestions and comments on redistribution proposals. Includes advertising and logs of objections and suggestions and comments received.	Destroy 7 years after last action

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

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. 11894	Final versions of plans relating to the redistribution function. <i>[For implementation plans documenting the implementation of electoral boundaries, use REDISTRIBUTION – Implementation.]</i>	Destroy 7 years after plan is superseded
Class no. 11895	Working papers used to develop plans relating to the redistribution function. Includes: <ul style="list-style-type: none"> • reports analysing issues • drafts • comments. 	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
Class no. 11896	Records documenting the development and establishment of policies relating to the redistribution function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Retain as national archives

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

Policy - Continued

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

Entry	Description of Records	Disposal Action
Class no. 11897	Working papers documenting the development of policies relating to the redistribution function. Includes minor drafts and comments.	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 its 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. 11898	Final versions of reports relating to the redistribution function.	Destroy 5 years after report finalised
Class no. 11899	Working papers documenting the development of reports. Includes drafts and comments.	Destroy when reference ceases

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

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
Class no. 11900	Records documenting research activities relating to the redistribution function. Includes: <ul style="list-style-type: none">• data analysis• research findings• reports.	Disposal not authorised
Class no. 11901	Working papers relating to the research process. Includes: <ul style="list-style-type: none">• research information• data collection documentation, such as completed surveys and interviews• drafts.	Destroy 2 years after release of research report

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
Class no. 11902	Records documenting the development, issue and evaluation of tenders which lead to signed contracts relating to the redistribution function. Includes: <ul style="list-style-type: none">• statement of requirements• requests for proposals• expressions of interest• request for tender• draft contracts• evaluation documentation• public notices• post offer negotiations• due diligence checks• signed contract.	Destroy 7 years after last action

REDISTRIBUTION

The function of defining electoral divisions to ensure each State and Territory gains representation in the House of Representatives in proportion to their population. Includes the establishment and administration of committees responsible for receiving and considering submissions, development and dissemination of redistributions, receipt and management of objections and suggestions, holding of public hearings, and the determination and public announcement of electoral boundaries.

For creating public awareness of changes to electoral divisions and names, use ELECTORAL INFORMATION AND EDUCATION.

For the management of breaches of the Act relating to redistributions, use LEGAL SERVICES – Infringements.

For the publication of determination reports, use PUBLICATION.

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>
Class no. 11903	Tender and contract registers supporting the redistribution function.	Destroy 5 years after last entry
Class no. 11904	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.	Destroy 2 years after tender process completed or decision made not to continue with the tender

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

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. 11905	Records documenting the receipt and provision of advice on policies, procedures and requirements relating to the roll management function.	Destroy 5 years after receipt or provision of advice

Agreements

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

For formal arrangements between the agency and the States and Territories to maintain electoral rolls, use ROLL MANAGEMENT – Joint Roll Arrangements.

Entry	Description of Records	Disposal Action
Class no. 11906	Final versions of agreements relating to the roll management function. Includes memoranda of understanding (MOU).	Destroy 7 years after expiry or termination of agreement

[For agreements arising from a tendering process, use ROLL MANAGEMENT – Tendering.]

Class no. 11907	Records documenting the negotiation, establishment, maintenance and review of agreements relating to the roll management function.	Destroy 7 years after expiry or other termination of agreement
--------------------	--	--

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

Appeals (decisions)

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

Entry	Description of Records	Disposal Action
Class no. 11908	Records documenting appeals against determinations made by the agency relating to the roll management function.	Destroy 7 years after last action

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of Records	Disposal Action
Class no. 11909	Final versions of audit reports relating to the roll management function.	Destroy 5 years after last action
Class no. 11910	Records documenting the planning and conduct of audits relating to the roll management function. Includes: <ul style="list-style-type: none">• draft plans• discussion papers• draft reports• comments• minutes of meetings.	Destroy 2 years after last action

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

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
Class no. 11911	Records of internal and external committees relating to the roll management function. Includes: <ul style="list-style-type: none">• documents establishing committees• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers.	Destroy 5 years after last action
Class no. 11912	Working papers documenting the conduct and administration of committees relating to the roll management function. Includes: <ul style="list-style-type: none">• agenda• venue booking• notices of meetings• draft minutes.	Destroy when reference ceases

Conferences

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

For published proceedings from conferences hosted by the agency or containing significant input from the agency, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
Class no. 11913	Master copies of unpublished proceedings, reports, speeches and papers from conferences hosted by the agency or containing significant input from the agency and relating to the roll management function.	Destroy 5 years after last action

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

Conferences - Continued

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

For published proceedings from conferences hosted by the agency or containing significant input from the agency, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
Class no. 11914	Records documenting arrangements for conferences hosted by the agency and relating to the roll management function. Includes: <ul style="list-style-type: none"> • program schedule • arrangements for speakers • presentation outlines • promotional material arrangements • registrations • requests for information • venue booking and confirmation. 	Destroy 1 year after last action
Class no. 11915	Records documenting the attendance of staff at conferences arranged by other organisations and relating to the roll management function. Includes: <ul style="list-style-type: none"> • conference registration forms • programs • proceedings • conference promotion material • participants' reports. 	Destroy 1 year after last action

Contracting-out

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

Entry	Description of Records	Disposal Action
Class no. 11916	Records documenting contract management relating to the roll management function. Includes minutes of meetings with stakeholders and performance and evaluation reports.	Destroy 7 years after completion or termination of contract

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

Enrolment

The activities of managing enrolment details of people eligible to vote, in order to maintain electoral registers. Includes special category applications and amendments to enrolment details.

For the review and update of the electoral roll, use ROLL MANAGEMENT – Roll Review.

Entry	Description of Records	Disposal Action
Class no. 11917	Master records of Commonwealth electoral official rolls which document all people who are, or have been, eligible to vote in Australia. Includes historical bound addition and deletions lists. Note: Official roll includes lists of additions and deletions.	Retain as national archives
Class no. 11918	Master print of the certified voters for Federal elections. <i>[For the disposal of duplicate agency publications produced for use during an electoral event - use PUBLICATIONS - Disposal.]</i>	Disposal not authorised
Class no. 11919	Master copies of source documents used to enrol to vote, register as a special category elector, or notify a change of address or other roll details. Includes: <ul style="list-style-type: none"> • enrolment forms • applications for special category registration • correspondence advising changes to elector's details such as change of address and change of name • amendment forms. 	Disposal not authorised
Class no. 11920	Applications for enrolment that are refused or rejected. Includes associated correspondence relating to rejection.	Destroy 3 years after last action or when new valid enrolment form is received
Class no. 11921	Records documenting the receipt and processing of enrolment forms and special category applications. Excludes correspondence advising change of address, change of name etc. Includes covering letters and acknowledgment cards.	Destroy 1 year after last action

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

Enrolment - Continued

The activities of managing enrolment details of people eligible to vote, in order to maintain electoral registers. Includes special category applications and amendments to enrolment details.

For the review and update of the electoral roll, use ROLL MANAGEMENT – Roll Review.

Entry	Description of Records	Disposal Action
Class no. 11922	Original source documents used to enrol to vote, register as a special category elector or notify a change of address or other roll details, where an image or copy has been taken and maintained by the agency. Includes: <ul style="list-style-type: none">• electoral enrolment forms• applications for special category registration• correspondence advising change of address, change of name, etc.• amendment forms.	Destroy 3 months after form has been copied and quality checks have been successfully completed
Class no. 11923	Master registers of special category voters, such as general postal voters, silent electors, Antarctic electors, itinerant electors and eligible overseas electors, maintained in the roll management system.	Destroy when register is superseded
Class no. 11924	Copies of electoral rolls and special category voter registers.	Destroy when reference ceases
Class no. 11925	Copies of additions and deletions lists which document new additions to and deletions from the electoral roll.	Destroy when new electoral roll is produced

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

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
Class no. 11926	Records documenting the implementation of plans, policies, procedures or instructions relating to the roll management function. Includes: <ul style="list-style-type: none">• implementation plans• implementation schedules• monitoring reports.	Destroy 7 years after last action

Information Access

The activities associated with providing the public, candidates and other interested parties with access to electoral related information.

Entry	Description of Records	Disposal Action
Class no. 11927	Records documenting requests for access by prescribed authorities to electoral information relating to the roll management function. Includes: <ul style="list-style-type: none">• request• determination• notification.	Destroy 5 years after action completed
Class no. 11928	Records documenting requests for access to electoral information by organisations that do not have a demand power and are not prescribed authorities. Includes: <ul style="list-style-type: none">• request• determination• notification.	Destroy 5 years after action completed
Class no. 11929	Records documenting requests for access to electoral information by other agencies under a demand power. Includes the notice of demand.	Destroy 2 years after action completed

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

Joint Roll Arrangements

The activity of negotiating, managing and executing arrangements between the organisation, states and territories for the maintenance of a joint roll and for sharing of agreed enrolment costs.

Entry	Description of Records	Disposal Action
Class no. 11930	Records documenting the negotiations and establishment of joint roll arrangements. Includes all ongoing maintenance and reviews.	Disposal not authorised

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
Class no. 11931	Final versions of minutes and supporting documents tabled at meetings held to support the roll management function.	Destroy 1 year after date of meeting
Class no. 11932	Working papers documenting the conduct and administration of meetings held to support the roll management function. Includes: <ul style="list-style-type: none">• venue booking• notification of meeting• agenda• draft minutes• minute corrections/modifications.	Destroy 1 year after date of meeting

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

Objections and Suggestions

The activities associated with managing objections, suggestions and comments prepared by individuals, organisations and groups and received by the organisation for consideration in relation to redistributions or enrolments.

Entry	Description of Records	Disposal Action
Class no. 11933	Records documenting objections to enrolment that result in further action, such as review of decision or court action. Includes: <ul style="list-style-type: none">• objections• notices• responses• supporting documentation• determinations• requests for information.	Destroy 7 years after last action
Class no. 11934	Records documenting objections to enrolment where the elector does not contest the action. Includes: <ul style="list-style-type: none">• private objections• notifications• requests for information.	Destroy 1 year after last action

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. 11935	Final versions of plans relating to the roll management function. Includes work plans.	Destroy 3 years after last action
Class no. 11936	Working papers used to develop plans relating to the roll management function. Includes: <ul style="list-style-type: none">• reports analysing issues• drafts• comments.	Destroy 3 years after last action

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

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. 11937	Records documenting the development and establishment of policies relating to the roll management function. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Disposal not authorised
Class no. 11938	Working papers documenting the development of policies relating to the roll management function. Includes minor drafts and comments.	Destroy 5 years after policy is superseded

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 11939	Master set of agency procedure manuals, handbooks, directives etc relating to the roll management function.	Destroy 3 years after procedures are superseded
Class no. 11940	Working papers documenting the development of procedures relating to the roll management function. Includes: <ul style="list-style-type: none">• reference information• drafts• comments.	Destroy when reference ceases

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

Product Services

The activities associated with producing and distributing electoral roll products.

For the publication of electoral roll products, use PUBLICATION – Production.

For the disposal of duplicate agency publications, use PUBLICATIONS – Disposal.

Entry	Description of Records	Disposal Action
Class no. 11941	Records documenting the production and distribution of electoral roll products. Includes: <ul style="list-style-type: none">• requests• schedules• distribution lists.	Destroy 1 year after last action

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. 11942	Final versions of internal and external reports relating to the roll management function. Excludes reports generated by the roll management system. Includes management reports.	Destroy 7 years after report finalised
Class no. 11943	Working papers documenting the development of reports. Includes: <ul style="list-style-type: none">• research information• drafts• comments.	Destroy when reference ceases
Class no. 11944	Periodic reports produced for information purposes, generated by the roll management system. Includes: <ul style="list-style-type: none">• statistical reports• validation reports• deletion reports.	Destroy when reference ceases

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

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. 11945	Records documenting the review of products, processes, procedures, systems, programs, etc. relating to the roll management function.	Destroy 3 years after last action
Class no. 11946	Working papers documenting the review process. Includes: <ul style="list-style-type: none">• review methodology• drafts• comments• consultation notes.	Destroy 3 years after last action

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency or an external body. Includes reviews of promotion decisions.

Entry	Description of Records	Disposal Action
Class no. 11947	Records documenting reviews of decisions relating to the roll management function. Includes: <ul style="list-style-type: none">• requests for review• supporting documentation• determination• notices.	Destroy 7 years after last action

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

Roll Review

The activities undertaken by the agency to review and update the electoral roll to ensure its accuracy and integrity. Includes data matching with other agencies or systems, data mining of electoral roll data, review by mail and fieldwork.

Entry	Description of Records	Disposal Action
Class no. 11948	Records documenting the death of electors. Includes: <ul style="list-style-type: none">• notifications• responses to requests for information• newspaper clippings• death lists received from State Registrars.	Destroy 3 years after last action
Class no. 11949	Field books used to conduct roll reviews and to note changes to addresses.	Destroy 2 years after last action
Class no. 11950	Records documenting administrative arrangements for the conduct of roll reviews. Includes: <ul style="list-style-type: none">• lists of addresses, streets, towns, etc.• copies and samples of requests for information sent by the agency• walk listings.	Destroy 2 years after last action
Class no. 11951	Records used to update the address register.	Destroy 3 months after details have been recorded on the address register
Class no. 11952	Responses received from electors relating to requests for information by the agency related to the roll review process.	Destroy when details have been recorded on the roll management system
Class no. 11953	Correspondence relating to the roll review process that has been returned to the agency unopened.	Destroy when details have been recorded on the roll management system

ROLL MANAGEMENT

The function of maintaining electoral rolls that ensures voter entitlements and provides the basis for the planning of electoral events and redistributions. Includes agreements in regards to sharing data to improve the integrity of the electoral roll, processing enrolment forms including changes of details, handling objections to enrolments, appeals and reviews of decisions, producing and supplying roll products, and maintaining joint roll arrangements with the States and Territories.

For the management of breaches of the Act relating to enrolment, use LEGAL SERVICES – Infringements.

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
Class no. 11954	Records documenting the development, issue and evaluation of tenders which lead to signed simple contracts relating to the roll management function. Includes: <ul style="list-style-type: none">• statements of requirements• requests for proposals• expressions of interest• requests for tender• evaluation documentation• public notices• post offer negotiations• due diligence checks• signed contracts.	Destroy 7 years after tender process completed
Class no. 11955	Tender and contract registers relating to the roll management function.	Destroy 5 years after last entry
Class no. 11956	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.	Destroy 2 years after tender process completed or decision made not to continue with the tender
