

# Records Disposal Authority

## Australian Prudential Regulation Authority

**Job no 2005/516189**

**20 December 2005**

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**Australian Government**

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**National Archives of Australia**

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## **INTRODUCTION**

### **Disposal authorisation**

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

Advice on the provisions of the Archives Act may be obtained from 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](mailto: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 Tel: (02) 6212 3610

Parkes ACT 2600 Fax: (02) 6212 3989

PO Box 7425 Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)

Canberra Mail Centre ACT 2610 Website: [www.naa.gov.au](http://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 2005/516189**

**AUTHORISATION  
RECORDS DISPOSAL AUTHORITY**

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

The Chairman  
Australian Prudential Regulation Authority  
GPO Box 9836  
Sydney NSW 2001

**Purpose:**

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

All functional records

**Application:**

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 20 December 2005

**Date of issue:**

Ross Gibbs  
Director General

## APPLICATION

This authority applies to all functional records controlled by Australian Prudential Regulation Authority. It replaces the following previous authorities which should no longer be used to sentence functional records controlled by Australian Prudential Regulation Authority.

Insurance and Superannuation Commission:

- 1049
- 1050
- 1348

Reserve Bank of Australia:

- 751
- 981
- 1137
- 1138
- 1162

## CHANGE HISTORY

### Dates and Changes

Each entry in this table has been authorised under the *Archives Act 1983*.

Date	Changes
<b>19 October 2015</b>	2005/516189 Class 12135 – PRUDENTIAL SUPERVISION has been superseded by Class 61649 and 61650 - ADVICE - in Record Authority 2014/00446207. Replaced class 12135 cannot be used after the date of issue of 2014/00446207.

## COMMUNITY RELATIONS (SCHOLARSHIPS)

The function of providing scholarships and grants as part of the agency raising and maintaining its broad public profile.

For all other activities associated with establishing, raising and maintaining the agency's broad public profiles, use COMMUNITY RELATIONS.

For payments of scholarships and grant monies, use FINANCIAL MANAGEMENT – Payments.

### **Scholarships**

The activities associated with the application for scholarships and grants to be provided by the agency. Includes receipt of applications, selection of successful applicant and receipt of works produced by scholarship recipient. Also includes scholarship advertising and promotion.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11966	Records documenting successful applications made to the agency for scholarships and grants (eg Brian Gray Scholarship). Includes: <ul style="list-style-type: none"><li>• applications</li><li>• interview notes</li><li>• notifications</li><li>• routine correspondence</li><li>• agreements of undertaking</li><li>• copy of research paper</li><li>• summary paper</li><li>• acquittal documentation.</li></ul>	Destroy 7 years after last action
Class no. 11967	Records documenting unsuccessful applications where the applicant is short-listed and interviewed.	Destroy 2 years after last action
Class no. 11968	Records documenting unsuccessful applications where there is no interview process.	Destroy 6 months after last action
Class no. 11969	Records documenting the advertising and promotion of scholarship programs. Includes final advertisement or promotion and copies of quotes and accounts.	Destroy 2 years after last action
Class no. 11970	Working papers used to develop advertising or promotional material for scholarship programs. Includes drafts.	Destroy when reference ceases

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## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Advice**

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

*For technical advice provided when determining appropriate enforcement action, use ENFORCEMENT – Case Management Planning.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11971	Records documenting the provision and receipt of advice relating to significant enforcement matters that have far-reaching corporate, social, economic, national or international implications. Includes advice that may be used in corporate or government policy decisions. Also includes such advice provided to the portfolio Minister, and government agencies.	Retain as national archives
Class no. 11972	Records documenting the provision and receipt of advice relating to the enforcement function that does not have far-reaching corporate, social, economic, national or international implications and is not used in corporate or government policy decisions.	Destroy 7 years after last action
Class no. 11973	Working papers documenting the development of advice provided by the agency. Includes drafts and research information.	Destroy when reference ceases

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### **Agreements**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11974	Final version of agreements with vendors or other agencies to provide services, professional expertise or partnerships relating to the enforcement function. Includes Memoranda of Understanding.	Destroy 13 years after expiry or other termination of agreement
Class no. 11975	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 13 years after expiry or other termination of agreement

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## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### ***Appeals (decisions)***

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

*For internal reviews of decisions, use ENFORCEMENT – Regulatory Action.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11976	Records documenting appeals made against decisions relating to the enforcement function, which are controversial or where precedents are set. Includes appeals to higher authorities such as the Administrative Appeals Tribunal and the Federal Court.	Retain as national archives
Class no. 11977	Records documenting appeals made against decisions relating to the enforcement function, which are not controversial or where precedents are not set. Includes appeals to higher authorities such as the Administrative Appeals Tribunal and the Federal Court.	Destroy 10 years after last action

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### ***Authorisation***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11978	Delegations of power to an individual to undertake a statutorily authorised action, eg investigation. Includes termination of powers on completion of investigation.	Destroy 10 years after delegation is cancelled or terminated.

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## ENFORCEMENT

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For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### ***Case Management Planning***

The activities associated with determining an appropriate course of action for managing an enforcement action. Includes developing a case management plan, updating the plan and identifying the type of action to be taken.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11979	Records documenting the planning stage of enforcement action against a supervised entity or related party where enforcement action is recommended and the case is controversial or precedent setting or results in changes to policy or legislation. Includes: <ul style="list-style-type: none"><li>• referral</li><li>• initial plan</li><li>• approved plan</li><li>• technical advice</li><li>• supporting documents</li><li>• review of plan.</li></ul>	Retain as national archives
Class no. 11980	Records documenting the planning stage of enforcement action against a supervised entity or related party that leads to investigations into the operations of an entity or related party where enforcement action is recommended but the case is not controversial, precedent setting or does not result in changes to policy or legislation. Includes: <ul style="list-style-type: none"><li>• referral</li><li>• initial plan</li><li>• approved plan</li><li>• technical advice</li><li>• supporting documents</li><li>• review of plan.</li></ul>	Destroy 10 years after last action
Class no. 11981	Records documenting the planning stage of enforcement action against a supervised entity or related party that leads to investigation into the operations of an entity or related party where no enforcement action is recommended. Includes: <ul style="list-style-type: none"><li>• referral</li><li>• initial plan</li><li>• approved plan</li><li>• technical advice</li><li>• supporting documents</li><li>• review of plan.</li></ul>	Destroy 6 years after last action

## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### ***Case Management Planning - Continued***

The activities associated with determining an appropriate course of action for managing an enforcement action. Includes developing a case management plan, updating the plan and identifying the type of action to be taken.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11982	Records documenting the planning stage of enforcement action against a supervised entity or related party that leads to the agency issuing restructure directions to an entity. Includes: <ul style="list-style-type: none"><li>• referral</li><li>• initial plan</li><li>• approved plan</li><li>• technical advice</li><li>• supporting documents</li><li>• review of plan.</li></ul>	Retain as national archives
Class no. 11983	Records documenting the planning stage of enforcement action against a supervised entity or related party that leads to an entity being subject to mandated improvement action by the agency. Includes: <ul style="list-style-type: none"><li>• referral</li><li>• initial plan</li><li>• approved plan</li><li>• technical advice</li><li>• supporting documents</li><li>• review of plan.</li></ul>	Destroy 5 years after entity is no longer regulated by agency
Class no. 11984	Records documenting the planning stage of an enforcement action against an entity or related party which does not proceed. Includes: <ul style="list-style-type: none"><li>• referral</li><li>• initial plan</li><li>• approved plan</li><li>• technical advice</li><li>• supporting documents</li><li>• review of plan.</li></ul>	Destroy 6 years after last action



## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### ***Case Management Planning - Continued***

The activities associated with determining an appropriate course of action for managing an enforcement action. Includes developing a case management plan, updating the plan and identifying the type of action to be taken.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11985	Records documenting the planning stage of an enforcement action against an individual that leads to the collection of evidence and successful disqualification of individuals from participating in prudential industries. Includes: <ul style="list-style-type: none"><li>• referral</li><li>• initial plan</li><li>• approved plan</li><li>• technical advice</li><li>• supporting documents</li><li>• review of plan.</li></ul>	Retain as national archives
Class no. 11986	Records documenting the planning stage of a disqualification action against an individual that does not proceed, where the action is unsuccessful or cases where disqualifications are revoked. Includes: <ul style="list-style-type: none"><li>• referral</li><li>• initial plan</li><li>• approved plan</li><li>• technical advice</li><li>• supporting documents</li><li>• review of plan.</li></ul>	Destroy 40 years after last action

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## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Committees**

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

For audit committees, use STRATEGIC MANAGEMENT – Committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11987	Records of internal agency committees, such as Enforcement Committee, formed to make decisions regarding enforcement action. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Retain as national archives
Class no. 11988	Records of other internal agency committees relating to the enforcement function, such as project review committees. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Destroy 7 years after last action
Class no. 11989	Working papers documenting the conduct and administration of committees which consider matters relating to the enforcement function. Includes: <ul style="list-style-type: none"><li>• draft agendas</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy when reference ceases

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## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11990	Records documenting contract management relating to the enforcement function. Includes: <ul style="list-style-type: none"><li>• minutes of meetings with main stakeholders</li><li>• performance and evaluation reports.</li><li>• variations and extensions.</li></ul>	Destroy 13 years after completion or other termination of contract

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### **Litigation**

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General's Department and other agencies; and records documenting compliance with court instructions, eg subpoenas and discovery orders.

*For appeals against decisions made to a higher authority, use ENFORCEMENT – Appeals (decisions).*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11991	Records documenting litigation matters related to the agency's delegated responsibilities of enforcing prudential regulation framework law that are controversial or where legal precedents are set, such as litigation following the collapse of a major regulated institution or cases which go to the High Court of Australia or some other superior court and result in a reinterpretation of existing law or the settling of some controversial legal issue.	Retain as national archives
Class no. 11992	Records documenting routine litigation matters related to the organisation's delegated responsibilities of enforcing prudential regulation framework law that are not controversial and do not set legal precedents.	Destroy 7 years after final determination of matter or the last action on the file, whichever is the longest period

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## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Meetings**

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

For committee meetings, use ENFORCEMENT – Committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11993	Final version of minutes and supporting documents tabled at meetings held to support the enforcement function. Includes meetings with external agencies.	Destroy 10 years after last action
Class no. 11994	Working papers documenting the conduct and administration of meetings held to support the enforcement function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

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### **Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11995	Records documenting the development and establishment of agency policies relating to the enforcement function. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts</li><li>• final policy documents.</li></ul>	Retain as national archives
Class no. 11996	Working papers documenting the development of policies relating to the enforcement function. Includes minor drafts.	Destroy when reference ceases

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## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Procedures**

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

*For reporting on enforcement practices, use ENFORCEMENT – Reporting.*

*For review of procedures, use ENFORCEMENT – Reviewing.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11997	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the enforcement function.	Destroy 7 years after procedure is superseded
Class no. 11998	Records documenting the development of agency procedures supporting enforcement function.	Destroy when reference ceases

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### **Referral**

The process of referring an enforcement matter to another government agency, including law enforcement agencies and professional bodies. Includes assessment of the situation, reviewing material, making a recommendation and actioning the recommendation.

*For legal advice or opinion obtained in the process of referral, use LEGAL SERVICES – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11999	Records documenting referrals to other agencies for enforcement action. Includes: <ul style="list-style-type: none"><li>• notification of possible enforcement action</li><li>• briefing</li><li>• recommendations</li><li>• approval</li><li>• copies of referral notice.</li></ul>	Destroy 2 years after last action

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## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Regulatory Action**

The activities associated with exercising regulatory powers under prudential regulation framework law. Powers include giving exemptions, extensions, approvals and directions and also investigations of non-regulated entities.

*For appeals to a higher authority against decisions relating to enforcement regulatory action, use ENFORCEMENT – Appeals (decisions).*

*For appeals to a higher authority against decisions relating to prudential supervision regulatory action, use PRUDENTIAL SUPERVISION – Appeals (decisions).*

*For activities associated with authorising an entity or associated parties, use PRUDENTIAL SUPERVISION – Licensing.*

*For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12000	Records documenting significant investigations into the operations of an entity or related party where enforcement action is recommended and the case is controversial or precedent setting or results in changes to policy or legislation. Includes: <ul style="list-style-type: none"><li>• transcripts</li><li>• copies of evidence</li><li>• copies of documentation obtained by subpoena</li><li>• briefings</li><li>• notes on meetings</li><li>• correspondence with parties</li><li>• draft reports and comments</li><li>• final investigation report</li><li>• request for review of decision</li><li>• decisions.</li></ul>	Retain as national archives

## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Regulatory Action - Continued**

The activities associated with exercising regulatory powers under prudential regulation framework law. Powers include giving exemptions, extensions, approvals and directions and also investigations of non-regulated entities.

*For appeals to a higher authority against decisions relating to enforcement regulatory action, use ENFORCEMENT – Appeals (decisions).*

*For appeals to a higher authority against decisions relating to prudential supervision regulatory action, use PRUDENTIAL SUPERVISION – Appeals (decisions).*

*For activities associated with authorising an entity or associated parties, use PRUDENTIAL SUPERVISION – Licensing.*

*For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12001	Records documenting investigations into the operations of an entity or related party where enforcement action is recommended but the case is not controversial, precedent setting or does not result in changes to policy or legislation. Includes: <ul style="list-style-type: none"><li>• transcripts</li><li>• copies of evidence</li><li>• copies of documentation obtained by subpoena</li><li>• briefings</li><li>• notes on meetings</li><li>• correspondence with parties</li><li>• draft reports and comments</li><li>• final investigation report</li><li>• request for review of decision</li><li>• decisions.</li></ul>	Destroy 20 years after last action

## **ENFORCEMENT**

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### ***Regulatory Action - Continued***

The activities associated with exercising regulatory powers under prudential regulation framework law. Powers include giving exemptions, extensions, approvals and directions and also investigations of non-regulated entities.

*For appeals to a higher authority against decisions relating to enforcement regulatory action, use ENFORCEMENT – Appeals (decisions).*

*For appeals to a higher authority against decisions relating to prudential supervision regulatory action, use PRUDENTIAL SUPERVISION – Appeals (decisions).*

*For activities associated with authorising an entity or associated parties, use PRUDENTIAL SUPERVISION – Licensing.*

*For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12002	Records documenting investigations into the operations of an entity or related party where no further enforcement action is recommended. Includes: <ul style="list-style-type: none"><li>• transcripts</li><li>• copies of evidence</li><li>• copies of documentation obtained by subpoena</li><li>• notes on meetings</li><li>• correspondence with parties</li><li>• draft reports and comments</li><li>• final investigation report</li><li>• request for review of decision</li><li>• decisions.</li></ul>	Destroy 6 years after last action



## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Regulatory Action - Continued**

The activities associated with exercising regulatory powers under prudential regulation framework law. Powers include giving exemptions, extensions, approvals and directions and also investigations of non-regulated entities.

*For appeals to a higher authority against decisions relating to enforcement regulatory action, use ENFORCEMENT – Appeals (decisions).*

*For appeals to a higher authority against decisions relating to prudential supervision regulatory action, use PRUDENTIAL SUPERVISION – Appeals (decisions).*

*For activities associated with authorising an entity or associated parties, use PRUDENTIAL SUPERVISION – Licensing.*

*For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12003	Records documenting the collection of evidence and successful action taken to disqualify individuals from participating in prudential industries in positions such as trustees, investment managers and custodians. Includes: <ul style="list-style-type: none"><li>• witness statements</li><li>• copies of evidence</li><li>• legal privilege information</li><li>• show cause letter</li><li>• submissions/response and supporting documents from individual</li><li>• decisions</li><li>• recommendations</li><li>• request for review of decision</li><li>• statement of reason</li><li>• copy of gazette notice.</li></ul> <p><i>[For waivers of disqualifications, use PRUDENTIAL SUPERVISION – Regulatory Action.]</i></p>	Retain as national archives

## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Regulatory Action - Continued**

The activities associated with exercising regulatory powers under prudential regulation framework law. Powers include giving exemptions, extensions, approvals and directions and also investigations of non-regulated entities.

*For appeals to a higher authority against decisions relating to enforcement regulatory action, use ENFORCEMENT – Appeals (decisions).*

*For appeals to a higher authority against decisions relating to prudential supervision regulatory action, use PRUDENTIAL SUPERVISION – Appeals (decisions).*

*For activities associated with authorising an entity or associated parties, use PRUDENTIAL SUPERVISION – Licensing.*

*For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12004	Records documenting the collection of evidence and action taken to disqualify individuals from participating in prudential industries in positions such as trustees, investment managers and custodians. Includes cases that do not proceed, actions that are unsuccessful and cases where decisions are revoked. Excludes successful actions to disqualify individuals. Includes: <ul style="list-style-type: none"><li>• witness statements</li><li>• copies of evidence</li><li>• legal privilege information</li><li>• show cause letter</li><li>• submissions/response and supporting documents from individual</li><li>• decisions</li><li>• recommendations</li><li>• request for review of decision</li><li>• statement of reason</li><li>• copy of gazette notice.</li></ul> <p><i>[For waivers of disqualifications, use PRUDENTIAL SUPERVISION – Regulatory Action.]</i></p>	Destroy 40 years after last action
Class no. 12005	Register of disqualifications.	Retain as national archives

## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Regulatory Action - Continued**

The activities associated with exercising regulatory powers under prudential regulation framework law. Powers include giving exemptions, extensions, approvals and directions and also investigations of non-regulated entities.

*For appeals to a higher authority against decisions relating to enforcement regulatory action, use ENFORCEMENT – Appeals (decisions).*

*For appeals to a higher authority against decisions relating to prudential supervision regulatory action, use PRUDENTIAL SUPERVISION – Appeals (decisions).*

*For activities associated with authorising an entity or associated parties, use PRUDENTIAL SUPERVISION – Licensing.*

*For activities associated with obtaining legal advice, use LEGAL SERVICES – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12006	Records documenting the agency issuing restructure directions to an entity, including winding up, transfer of business, transfer of assets, placing special conditions on entity or revoking of license. Includes: <ul style="list-style-type: none"><li>• directions</li><li>• show cause letter</li><li>• submissions/response and supporting documents</li><li>• decisions</li><li>• recommendations</li><li>• request for review of decision</li><li>• statement of reason</li><li>• copy of gazette notice.</li></ul>	Retain as national archives
Class no. 12007	Records documenting an entity being subject to mandated improvement action by the agency, such as rectifying or revising plans, increasing capital requirements and issuing directions. Includes: <ul style="list-style-type: none"><li>• warning letter</li><li>• response</li><li>• directions</li><li>• request for review of decision</li><li>• copies of remediation plans</li><li>• copy of gazette notice.</li></ul>	Destroy 5 years after entity is no longer regulated by agency
Class no. 12008	Registers documenting regulatory action used to develop statistics and reports.	Destroy 10 years after last action

## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### Reporting

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

*For performance and evaluation reports relating to contract management, use ENFORCEMENT – Contracting-out.*

*For reports of investigations, use ENFORCEMENT – Regulatory Action.*

*For reports on reviews of agency programs, processes, procedures, standards or systems, use ENFORCEMENT – Reviewing.*

*For reports on evaluations of tenders, use ENFORCEMENT – Tendering.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12009	Final version of significant formal reports relating to the enforcement function that result in changes to policy or procedures.	Retain as national archives
Class no. 12010	Final versions of internal reports and reports produced for external agencies relating to the enforcement function that do not result in changes to policy or procedures. Includes statistical reports, reports on issues and periodic reports.	Destroy 5 years after last action
Class no. 12011	Working papers documenting the development of reports. Includes drafts and comments received.	Destroy when reference ceases

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### Reviewing

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

*For review of agreements, use ENFORCEMENT – Agreements.*

*For review of regulatory decisions, use ENFORCEMENT – Regulatory Action.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12012	Records documenting review of agency programs, processes, procedures, standards or systems relating to the enforcement function. Includes documents establishing the review, final report and action plans.	Destroy 10 years after last action

## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### **Reviewing - Continued**

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

For review of agreements, use ENFORCEMENT – Agreements.

For review of regulatory decisions, use ENFORCEMENT – Regulatory Action.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12013	Working papers documenting the review of agency programs, processes, procedures, standards or systems relating to the enforcement function. Includes drafts.	Destroy 3 years after last action

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### **Tendering**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12014	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"><li>• Statement of Requirements</li><li>• Request for Proposals</li><li>• Expression of Interest</li><li>• Request for Tender (RFT)</li><li>• draft contract.</li></ul>	Destroy 7 years after tender process completed
Class no. 12015	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"><li>• records documenting arrangements for carrying out the evaluation process</li><li>• evaluation report</li><li>• recommendations</li><li>• final report</li><li>• public notices.</li></ul>	Destroy 7 years after tender process completed
Class no. 12016	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed

## ENFORCEMENT

The function of managing enforcement action against entities and related parties under prudential regulation framework law. Includes undertaking enforcement action (including litigation), managing the case plan, developing appropriate procedures, exercising regulatory powers and referring appropriate matters to other enforcement agencies.

For training investigators, use STAFF DEVELOPMENT – Training.

For legal advice, use LEGAL SERVICES – Advice.

### ***Tendering - Continued***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12017	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"><li>• submissions</li><li>• notification of outcome</li><li>• reports on debriefing sessions.</li></ul>	Destroy 2 years after tender process completed or decision made not to continue with the tender
Class no. 12018	Contract or tender register.	Destroy 7 years after last entry
Class no. 12019	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

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## FINANCE SECTOR RELATIONS

The function of establishing and maintaining formal and informal links with professional or industry groups, international or domestic associations and other regulators associated with the prudential industry. Includes committees or associations where the agency or its representatives are members, provision of services to overseas agencies, submissions to professional, industry, international or domestic associations or regulators and managing visits by overseas delegations who want to observe and learn about the Australian finance sector.

For relationships with the community and professional bodies and industries not relating to the agency's core functions, use COMMUNITY RELATIONS.

### **Addresses (presentations)**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12020	Final versions of addresses made by senior agency officers at major international occasions.	Retain as national archives
Class no. 12021	Final versions of addresses presented by agency staff and relating to the finance sector relations function. Excludes addresses by senior agency staff at major international forums.	Destroy 5 years after last action
Class no. 12022	Working papers documenting the development of addresses. Includes drafts.	Destroy when reference ceases

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### **Advice**

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

*For financial records relating to advice provided to external clients by the agency, use FINANCIAL MANAGEMENT – Accounting.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12024	Records documenting the provision of advice to overseas regulators or entities, regarding individuals being a 'fit and proper person'.	Destroy 40 years after last action
Class no. 12023	Records relating to the receipt and provision of advice relating to the finance sector relations function. Excludes advice regarding 'fit and proper persons'.	Destroy 5 years after last action

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## FINANCE SECTOR RELATIONS

The function of establishing and maintaining formal and informal links with professional or industry groups, international or domestic associations and other regulators associated with the prudential industry. Includes committees or associations where the agency or its representatives are members, provision of services to overseas agencies, submissions to professional, industry, international or domestic associations or regulators and managing visits by overseas delegations who want to observe and learn about the Australian finance sector.

For relationships with the community and professional bodies and industries not relating to the agency's core functions, use COMMUNITY RELATIONS.

### **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.

*For meetings with agencies, stakeholders and interest groups, use FINANCE SECTOR RELATIONS – Meetings.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12025	Records documenting agency liaison activities with professional associations, international and domestic regulatory agencies, private sector organisations, industry groups, international organisations and community groups. Includes contact lists.	Destroy 3 years after last action

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### **Agreements**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12026	Final version of agreements with other agencies or industry groups covering exchange of confidential information, provision of services or professional expertise relating to the finance sector relations function (eg Memoranda of Understanding).	Destroy 7 years after expiry or other termination of agreement
Class no. 12027	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

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## FINANCE SECTOR RELATIONS

The function of establishing and maintaining formal and informal links with professional or industry groups, international or domestic associations and other regulators associated with the prudential industry. Includes committees or associations where the agency or its representatives are members, provision of services to overseas agencies, submissions to professional, industry, international or domestic associations or regulators and managing visits by overseas delegations who want to observe and learn about the Australian finance sector.

For relationships with the community and professional bodies and industries not relating to the agency's core functions, use COMMUNITY RELATIONS.

### **Committees**

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

For audit committees use STRATEGIC MANAGEMENT – Committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12028	Records of international committees or task forces, such as BASEL, FSAP and IAIS, or committees where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Retain as national archives
Class no. 12029	Working papers documenting the conduct and administration of international committees or committees where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"><li>• draft agendas</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy 5 years after last action
Class no. 12030	Records of other external committees relating to the finance sector relations function where the agency does not provide the Secretariat, is not the Commonwealth's main representative and plays only a minor role. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Destroy 5 years after last action

## FINANCE SECTOR RELATIONS

The function of establishing and maintaining formal and informal links with professional or industry groups, international or domestic associations and other regulators associated with the prudential industry. Includes committees or associations where the agency or its representatives are members, provision of services to overseas agencies, submissions to professional, industry, international or domestic associations or regulators and managing visits by overseas delegations who want to observe and learn about the Australian finance sector.

For relationships with the community and professional bodies and industries not relating to the agency's core functions, use COMMUNITY RELATIONS.

### **Committees - Continued**

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

For audit committees use STRATEGIC MANAGEMENT – Committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12031	Working papers documenting the administrative arrangements made for the conduct of external committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative and plays only a minor role. Includes: <ul style="list-style-type: none"><li>• draft agendas</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy 2 years after last action

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### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12032	Records documenting the attendance of staff at conferences arranged by other organisations and relating to the finance sector relations function. Includes the completed conference registration forms, programs and conference promotion material.	Destroy 3 years after last action
Class no. 12033	Participants' reports on conferences arranged by other organisations and relating to the finance sector relations function.	Destroy 3 years after last action

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## FINANCE SECTOR RELATIONS

The function of establishing and maintaining formal and informal links with professional or industry groups, international or domestic associations and other regulators associated with the prudential industry. Includes committees or associations where the agency or its representatives are members, provision of services to overseas agencies, submissions to professional, industry, international or domestic associations or regulators and managing visits by overseas delegations who want to observe and learn about the Australian finance sector.

For relationships with the community and professional bodies and industries not relating to the agency's core functions, use COMMUNITY RELATIONS.

### **Enquiries**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12034	Enquiries relating to the finance sector relations function that require research and detailed response.	Destroy 5 years after last action
Class no. 12035	Enquiries relating to the finance sector relations function that do not require research or detailed response.	Destroy 2 years after last action

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### **Meetings**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12036	Final versions of minutes and supporting documents tabled at meetings held to support the finance sector relations function. Includes meetings with external agencies.	Destroy 3 years after last action
Class no. 12037	Working papers documenting the conduct and administration of meetings held to support the finance sector relations function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

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## FINANCE SECTOR RELATIONS

The function of establishing and maintaining formal and informal links with professional or industry groups, international or domestic associations and other regulators associated with the prudential industry. Includes committees or associations where the agency or its representatives are members, provision of services to overseas agencies, submissions to professional, industry, international or domestic associations or regulators and managing visits by overseas delegations who want to observe and learn about the Australian finance sector.

For relationships with the community and professional bodies and industries not relating to the agency's core functions, use COMMUNITY RELATIONS.

### **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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12038	Records documenting the development and establishment of agency policies relating to the finance sector relations function. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts</li><li>• final policy documents.</li></ul>	Destroy 7 years after policy is superseded.
Class no. 12039	Working papers documenting the development of policies relating to the finance sector relations function. Includes minor drafts.	Destroy when reference ceases

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### **Procedures**

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

*For review of procedures, use FINANCE SECTOR RELATIONS – Reviewing.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12040	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the finance sector function.	Destroy 7 years after procedure is superseded
Class no. 12041	Working papers documenting the development of agency procedures supporting the finance sector relations function. Includes drafts and comments.	Destroy when reference ceases

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## FINANCE SECTOR RELATIONS

The function of establishing and maintaining formal and informal links with professional or industry groups, international or domestic associations and other regulators associated with the prudential industry. Includes committees or associations where the agency or its representatives are members, provision of services to overseas agencies, submissions to professional, industry, international or domestic associations or regulators and managing visits by overseas delegations who want to observe and learn about the Australian finance sector.

For relationships with the community and professional bodies and industries not relating to the agency's core functions, use COMMUNITY RELATIONS.

### **Reviewing**

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

*For review of agreements, use FINANCE SECTOR RELATIONS – Agreements.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12042	Records documenting review of agency programs, processes, procedures, standards or systems relating to the finance sector relations function. Includes documents establishing the review, final report and action plans.	Destroy 10 years after last action
Class no. 12043	Working papers documenting review of agency programs, processes, procedures, standards or systems relating to the finance sector relations function. Includes minor drafts.	Destroy 3 years after last action

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### **Submissions**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12044	Submissions made to international agencies, professional associations or regulators that relate to international prudential standards.	Retain as national archives
Class no. 12045	Submissions made to domestic agencies, professional associations or regulators that relate to industry standards.	Destroy 10 years after last action
Class no. 12046	Working papers documenting the development of submissions. Includes drafts and comments.	Destroy when reference ceases

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## FINANCE SECTOR RELATIONS

The function of establishing and maintaining formal and informal links with professional or industry groups, international or domestic associations and other regulators associated with the prudential industry. Includes committees or associations where the agency or its representatives are members, provision of services to overseas agencies, submissions to professional, industry, international or domestic associations or regulators and managing visits by overseas delegations who want to observe and learn about the Australian finance sector.

For relationships with the community and professional bodies and industries not relating to the agency's core functions, use COMMUNITY RELATIONS.

### *Visits*

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12047	Records documenting visits to the agency by overseas delegations. Includes: <ul style="list-style-type: none"><li>• request for visit and invitations</li><li>• itineraries</li><li>• appointment schedules</li><li>• briefings (if required)</li><li>• consultation notes</li><li>• visit report.</li></ul>	Destroy 5 years after last action

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## HUMAN RESOURCES

The function of managing all persons engaged by the organisation. Includes disclosures of interest.

For all other activities associated with managing personnel within the organisation, other than activities associated with disclosures of interest, use PERSONNEL.

### ***Disclosure of Interest***

Activities associated with managing and analysing information relating to actual and potential conflict of interest collected from members of the agency's governance structure, all agency staff and relevant contractors. Includes pecuniary interest.

*For the managing of general employment conditions, use PERSONNEL - Employment Conditions.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12048	Records relating to disclosures of interest of agency board members. Includes declarations to the Minister.	Destroy 10 years after separation from agency
Class no. 12049	Records relating to disclosures of interest of agency staff members.	Destroy 5 years after separation from agency
Class no. 12050	Registers containing summary information regarding disclosures of interest of agency board members and staff.	Destroy when reference ceases

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## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### Committees

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

For audit committees, use STRATEGIC MANAGEMENT – Committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12051	Records documenting high level advisory committees with overall responsibility for making major decisions relating to the policy and standards function. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of minutes</li><li>• final versions of agendas</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as national archives
Class no. 12052	Records of internal and external committees formed to consider specific matters relating to the policy and standards function, eg ad hoc committees. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 25 years after last action
Class no. 12053	Working papers documenting the conduct and administration of all committees which consider matters relating to the policy and standards function. Includes: <ul style="list-style-type: none"><li>• draft agendas</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy when reference ceases

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## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### **Consultation**

The activities associated with consulting interested parties to develop prudential policy and standards or other instruments applicable to regulated entities. This activity includes consulting with government organisations, regulated entities, representative bodies and other stakeholders.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12054	Records documenting consultations relating to the development of prudential policies and standards and other instruments applicable to regulated entities. Includes: <ul style="list-style-type: none"><li>• consultation notes</li><li>• copies of draft policies and standards</li><li>• comments and responses on drafts.</li></ul>	Retain for 7 years after consultation process finalised

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### **Enquiries**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12055	Records documenting the handling of enquiries relating to the policy and standards function that require research and a detailed response.	Destroy 3 years after last action
Class no. 12056	Records documenting the handling of routine enquiries relating to the policy and standards function that do not require a detailed response, such as referral to a web site.	Destroy 1 year after last action

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## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### **Legislative Reform**

The activities associated with contributing to the process of making and amending legislation and subordinate legislation, such as regulations and operating standards, within prudential regulation framework law. Includes liaison with relevant government agencies.

*For the development of other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes, use POLICY AND STANDARDS – Prudential Standards.*

*For review of prudential legislation, use POLICY AND STANDARDS – Legislative Review.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12057	Records documenting the preparation of new or amended legislation and subordinate legislation administered by the agency, including regulations and operating standards. Includes: <ul style="list-style-type: none"><li>• proposals</li><li>• drafting instructions</li><li>• drafts</li><li>• comments</li><li>• routine correspondence and meeting notes relating to the legislative reform process eg liaison with Office of Parliamentary Counsel and Treasury.</li></ul>	Retain as national archives

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## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### **Legislative Review**

The activities associated with reviewing prudential regulation framework law, including enabling or administered legislation and subordinate legislation, such as regulations and operating standards for the purposes of legislative reform. Includes identifying issues, developing courses of action, internal discussion, liaising with relevant government bodies and issuing formal proposals.

*For the process of amending legislation or subordinate legislation after review process is complete, use POLICY AND STANDARDS - Legislative Reform.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12058	Records documenting the review of legislation and subordinate legislation administered by the agency, including regulations and operating standards. Includes: <ul style="list-style-type: none"><li>• submissions</li><li>• discussion papers</li><li>• regulatory impact statements</li><li>• proposals</li><li>• routine correspondence and meeting notes relating to the legislative review process eg liaison with Office of Parliamentary Counsel and Treasury.</li></ul>	Retain as national archives

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### **Meetings**

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

*For committee meetings, use POLICY AND STANDARDS – Committees.*

*For meetings of consultation with interested parties when developing prudential policy and standards, use POLICY AND STANDARDS – Consultation.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12059	Final version of minutes and supporting documents tabled at meetings relating to the policy and standards function. Includes meetings with external agencies.	Destroy 3 years after last action

## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### **Meetings - Continued**

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

*For meetings of consultation with interested parties when developing prudential policy and standards, use POLICY AND STANDARDS – Consultation.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12060	Working papers documenting the conduct and administration of meetings relating to the policy and standards functions. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy when reference ceases

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### **Policy**

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

*For policy applicable to regulated entities, use POLICY AND STANDARDS – Prudential Policy.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12061	Records documenting the development and establishment of agency's policies relating to the policy and standards function. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts</li><li>• final policy documents.</li></ul>	Destroy 7 years after policy is superseded
Class no. 12062	Working papers documenting the development of policies relating to the policy and standards function. Includes minor drafts.	Destroy when reference ceases

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## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### Procedures

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

For review of procedures, use POLICY AND STANDARDS – Reviewing.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12063	Master set of agency manuals, handbooks, directives etc detailing procedures relating to the policy and standards function.	Destroy 3 years after procedures are superseded
Class no. 12064	Working papers documenting the development of agency procedures relating to the policy and standards function. Includes drafts and comments.	Destroy when reference ceases

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### Prudential Policy

The activities associated with developing industry wide prudential policy applicable to regulated entities. Includes assessing existing policies, developing options for proposed reforms, drafting and issuing new or amended policies.

For internal policies for developing industry wide legislation, policies and standards, use POLICY AND STANDARDS – Policy.

For research related to policy development, use POLICY AND STANDARDS – Research

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12065	Records documenting the development and establishment by the agency of prudential policies applicable to regulated entities. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• consultation and meeting notes</li><li>• supporting reports</li><li>• major drafts</li><li>• final policy documents.</li></ul>	Retain as national archives
Class no. 12066	Working papers documenting the development of prudential policies applicable to regulated entities. Includes minor drafts.	Destroy when reference ceases

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## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### **Prudential Standards**

The activities associated with developing standards and other instruments under prudential regulation framework law with which regulated entities must comply. Includes drafting, reviewing, and issuing prudential standards, reporting standards, prudential rules and guidance notes.

*For background research, use POLICY AND STANDARDS - Research.*

*For liaison with relevant bodies in relation to development of standards and other instruments, use POLICY AND STANDARDS - Consultation.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12067	Final signed prudential standard instruments.	Retain as national archives
Class no. 12068	Records documenting the development by the agency of prudential standards with which regulated entities must comply. Includes: <ul style="list-style-type: none"><li>• standard proposal</li><li>• supporting research</li><li>• discussion paper</li><li>• consultation and meeting notes</li><li>• major drafts.</li></ul>	Retain as national archives
Class no. 12069	Working papers documenting the development of prudential standards by the agency. Includes minor drafts.	Destroy when reference ceases

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## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### Research

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

For the application for grants to conduct research, use COMMUNITY RELATIONS – Grant Funding.

For providing scholarships and grants to conduct research, use COMMUNITY RELATIONS (SCHOLARSHIPS) – Scholarships.

For research supporting the development of prudential standards, use POLICY AND STANDARDS – Prudential Standards.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12070	Records documenting significant research relating to the policy and standards function that results in changes to prudential policies and standards, is controversial or creates intense interest in the industry. Includes: <ul style="list-style-type: none"><li>• final research report</li><li>• survey instrument.</li></ul>	Retain as national archives
Class no. 12071	Records documenting research relating to the policy and standards function that does not result in changes to prudential policies and standards, is not controversial and does not create intense interest in the industry. Includes: <ul style="list-style-type: none"><li>• final research report</li><li>• survey instrument.</li></ul>	Destroy 10 years after last action
Class no. 12072	Completed survey forms used in research studies relating to the policy and standards function.	Destroy 5 years after research completed
Class no. 12073	Database of raw data used in research studies relating to the policy and standards function.	Destroy 20 years after research completed
Class no. 12074	Working papers documenting research relating to the policy and standards function. Includes drafts and literature searches.	Destroy when reference ceases

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## POLICY AND STANDARDS

The function of establishing courses of action and prudential requirements applicable to regulated entities that are developed under prudential regulation framework law. Includes: reviewing and developing policies; assisting the drafting and amendment of legislation and subordinate legislation, such as regulations and operating standards; and drafting, making and tabling other instruments, such as prudential standards, reporting standards, prudential rules and guidance notes. Also includes conducting research, consultation and answering enquiries related to these activities.

For the development of policies relating to the enforcement function, use ENFORCEMENT – Policy.

For the development of policy relating to the prudential supervision function, use PRUDENTIAL SUPERVISION – Policy.

### **Reviewing**

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

*For review of prudential legislation, use POLICY AND STANDARDS – Legislative Review.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12075	Records documenting review of agency programs, processes, procedures or standards relating to the policy and standards function. Includes documents establishing the review, final report and action plans.	Destroy 10 years after last action
Class no. 12076	Working papers documenting the review of agency programs, processes, procedures or standards relating to the policy and standards function. Includes drafts.	Destroy 3 years after last action

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Addresses (presentations)**

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

*For presentations made by entities, use PRUDENTIAL SUPERVISION – Supervisory Review.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12077	Final versions of addresses presented by agency heads at major occasions to the public, specific entities or industry groups relating to the prudential supervision function.	Retain as national archives
Class no. 12078	Final versions of addresses presented by agency staff and relating to the prudential supervision function. Excludes addresses presented by agency heads at major public occasions.	Destroy 2 years after last action
Class no. 12079	Working papers documenting the development of addresses. Includes drafts.	Destroy 2 years after last action

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### **Advice**

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

*For research done to support the provision of advice, use PRUDENTIAL SUPERVISION – Research.*

*For information imparted to entities as part of the agency's role as prudential regulator, use PRUDENTIAL SUPERVISION – Supervisory Coordination.*

*For advice relating to licence applications, use PRUDENTIAL SUPERVISION – Licensing.*

*For advice given to agency staff on prudential matters, use PRUDENTIAL SUPERVISION – Technical Support.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12080	Records documenting the provision of advice to the Minister and government agencies on significant or controversial issues with far-reaching economic consequences, such as the potential or impending collapse of a major regulated institution, advance notice of the de-merger of a high-profile institution or advice about an institution experiencing significant problems and where adverse public comment could destabilise the financial system.	Retain as national archives

## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Advice - Continued**

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

*For research done to support the provision of advice, use PRUDENTIAL SUPERVISION – Research.*

*For information imparted to entities as part of the agency's role as prudential regulator, use PRUDENTIAL SUPERVISION – Supervisory Coordination.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12081	Records documenting the provision and receipt of advice on matters relating to the prudential supervision function. Includes advice provided on an entity's documentation and developments in standards. Excludes advice to the Minister and government agencies on significant or controversial issues with far-reaching economic consequences.	Destroy 10 years after last action

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### **Agreements**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12082	Final version of agreements with vendors or other agencies to provide services, professional expertise or partnership in the area of prudential supervision (eg Memoranda of Understanding).	Destroy 7 years after expiry or other termination of agreement
Class no. 12083	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement
Class no. 12084	Signed deeds of release and deeds of indemnity and other similar agreements made between the organisation and a supervised or reporting entity or related party. Includes supporting documents.	Destroy 7 years after indemnity ceases
Class no. 12085	Signed simple contracts and agreements.	Destroy 7 years after expiry or other termination of agreement

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### ***Appeals (decisions)***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12086	Records documenting appeals made against decisions relating to the prudential supervision function, which are controversial or where precedents are set. Includes appeals to higher authorities such as the Administrative Appeals Tribunal and the Federal Court.	Retain as national archives
Class no. 12087	Records documenting appeals made against decisions relating to the prudential supervision function, which are not controversial or where precedents are not set. Includes appeals to the Administration Appeals Tribunal and Federal Courts.	Destroy 10 years after last action

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### ***Authorisation***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12088	Delegations of power to agency staff to authorise administrative action relating to the prudential supervision function.	Destroy 10 years after delegation expires

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Committees**

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

*For audit committees, use STRATEGIC MANAGEMENT – Committees*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12089	Records of external inter-government or inter-agency committees relating to the prudential supervision function, where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role, such as Council of Financial Regulators and BASEL Committee on Banking Supervision. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Retain as national archives
Class no. 12090	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of prudential supervision (eg cross divisional or industry groups). Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as national archives

## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Committees - Continued**

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

*For audit committees, use STRATEGIC MANAGEMENT – Committees*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12091	Records of internal and external committees formed to consider matters relating to the prudential supervision function that are not at a high inter-government, inter-agency or corporate level, such as steering and project committees and ad hoc committees. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 10 years after last action
Class no. 12092	Working papers documenting the conduct and administration of committees which consider matters relating to the prudential supervision function. Includes: <ul style="list-style-type: none"><li>• draft agendas</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy 2 years after last action

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### **Complaints Handling**

The activities associated with managing complaints and information received about regulated entities and breaches of administered legislation by non-regulated entities. Includes 'whistleblowers' information.

*For complaints about the agency, use COMMUNITY RELATIONS - Public Reaction*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12093	Records documenting the receipt and response to complaints relating to the prudential supervision function that require detailed investigation or research.	Destroy 7 years after last action

## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Complaints Handling - Continued**

The activities associated with managing complaints and information received about regulated entities and breaches of administered legislation by non-regulated entities. Includes 'whistleblowers' information.

*For complaints about the agency, use COMMUNITY RELATIONS - Public Reaction*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12094	Records documenting the receipt and response to complaints relating to the prudential supervision function that do not require detailed investigation or research. Includes complaints where the agency has no jurisdiction and the matter is referred to another organisation for response.	Destroy 2 years after last action
Class no. 12095	Register of complaints about superannuation funds regulated by agency.	Destroy 5 years after entity ceases to be regulated by agency

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### **Contracting-out**

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

*For managing outsourced enforcement activities, use ENFORCEMENT – Contracting-out.*

*For managing contracts where the organisation provides the service, use PRUDENTIAL SUPERVISION – Services Management.*

*For negotiating an agreement, use PRUDENTIAL SUPERVISION – Agreements.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12096	Records documenting contract management relating to prudential supervision. Includes: <ul style="list-style-type: none"><li>• minutes of meetings with main stakeholders</li><li>• performance and evaluation reports</li><li>• variations and extensions.</li></ul>	Destroy 13 years after completion or other termination of contract.

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Enquiries**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12097	Records documenting enquiries relating to the prudential supervision function.	Destroy 2 years after last action

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### **Licensing**

The activities associated with assessing and issuing licences for participation in prudentially regulated industries. Includes licensing and registration of entities, setting conditions on licences, revocations and approving trustees.

*For legal opinion obtained in the process of licensing, use LEGAL SERVICES – Advice.*

*For licensing sanctions that are imposed on entities after the licensing process is complete, use PRUDENTIAL SUPERVISION – Regulatory Action.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12098	Register of entities and related parties authorised to conduct business in Australia. Includes history of ownership and previous license holders for regulated entities.	Retain as national archives
Class no. 12099	Final signed accreditation certificates and licenses of prudential entities and associated parties, such as trustees, approved to operate prudential services in Australia.	Disposal not authorised
Class no. 12100	Records documenting approval of applications for accreditation or for licenses to conduct business in Australia. Includes: <ul style="list-style-type: none"><li>• application</li><li>• supporting documentation</li><li>• copy of license/authorities</li><li>• consultation notes</li><li>• correspondence with other agencies and regulators</li><li>• approval</li><li>• license conditions</li><li>• working papers</li><li>• copy of gazette notice.</li></ul>	Destroy 30 years after license or accreditation is issued

## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### ***Licensing - Continued***

The activities associated with assessing and issuing licences for participation in prudentially regulated industries. Includes licensing and registration of entities, setting conditions on licences, revocations and approving trustees.

*For legal opinion obtained in the process of licensing, use LEGAL SERVICES – Advice.*

*For licensing sanctions that are imposed on entities after the licensing process is complete, use PRUDENTIAL SUPERVISION – Regulatory Action.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12101	Records documenting licence applications that do not proceed because entity has not provided the required document or has withdrawn the application. Includes: <ul style="list-style-type: none"><li>• application</li><li>• supporting documentation</li><li>• advice and opinions</li><li>• notification.</li></ul>	Destroy 10 years after last action
Class no. 12102	Records documenting licence applications that are refused. Includes: <ul style="list-style-type: none"><li>• application</li><li>• supporting documentation</li><li>• advice and opinions</li><li>• consultation notes</li><li>• correspondence with other agencies and regulators</li><li>• decision</li><li>• refusal notice.</li></ul> <p><i>[For appeals against rejected licence applications, use PRUDENTIAL SUPERVISION – Appeals (decisions).]</i></p>	Destroy 10 years after last action
Class no. 12103	Documents supporting changes made to register of licensed entities. Includes requests for change of details.	Destroy 2 year after last action

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### ***Planning***

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

*For planning applicable to cases, use ENFORCEMENT – Case Management Planning.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12104	Final version of plans relating to the prudential supervision function. Includes unit, agency and national prudential supervision plans.	Destroy 7 years after plan is superseded



## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### ***Planning - Continued***

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

*For planning applicable to cases, use ENFORCEMENT – Case Management Planning.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12105	Working papers documenting the development of all prudential supervision plans. Includes input into plans, comments received, drafts and background/issue paper.	Destroy 2 years after plan is superseded

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### ***Policy***

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

*For policy applicable to regulated entities use POLICY AND STANDARDS – Prudential Policy.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12106	Records documenting the development and establishment of agency policies relating to the prudential supervision function. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts</li><li>• final policy documents.</li></ul>	Retain as national archives
Class no. 12107	Working papers documenting the development of prudential supervision policies. Includes minor drafts.	Destroy 7 years after last action

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### ***Procedures***

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

*For review of procedures, use PRUDENTIAL SUPERVISION – Reviewing.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12108	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the prudential supervision function.	Destroy 7 years after procedure is superseded

## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Procedures - Continued**

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

*For review of procedures, use PRUDENTIAL STANDARDS – Reviewing.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12109	Records documenting the development of agency procedures relating to the prudential supervision function. Includes drafts and comments.	Destroy 2 years after last action

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### **Regulatory Action**

The activities associated with exercising regulatory powers under prudential regulation framework law. Powers include giving exemptions, extensions, approvals and directions and also investigations of non-regulated entities.

*For appeals to a higher authority against decisions relating to enforcement regulatory action, use ENFORCEMENT – Appeals (decisions).*

*For appeals to a higher authority against decisions relating to prudential supervision regulatory action, use PRUDENTIAL SUPERVISION – Appeals (decisions).*

*For activities associated with exercising enforcement powers, use ENFORCEMENT - Regulatory Action.*

*For activities associated with authorising an entity or associated parties, use PRUDENTIAL SUPERVISION – Licensing.*

*For activities associated with obtaining legal advice use LEGAL SERVICES – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12110	Records documenting the application for a waiver of disqualification. Includes: <ul style="list-style-type: none"><li>• application</li><li>• submission/evidence</li><li>• references</li><li>• decisions</li><li>• request for review of decision</li><li>• notification.</li></ul>	Destroy 40 years after last action

## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Regulatory Action - Continued**

The activities associated with exercising regulatory powers under prudential regulation framework law. Powers include giving exemptions, extensions, approvals and directions and also investigations of non-regulated entities.

*For appeals to a higher authority against decisions relating to enforcement regulatory action, use ENFORCEMENT – Appeals (decisions).*

*For appeals to a higher authority against decisions relating to prudential supervision regulatory action, use PRUDENTIAL SUPERVISION – Appeals (decisions).*

*For activities associated with exercising enforcement powers, use ENFORCEMENT - Regulatory Action.*

*For activities associated with authorising an entity or associated parties, use PRUDENTIAL SUPERVISION – Licensing.*

*For activities associated with obtaining legal advice use LEGAL SERVICES – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12113	Records documenting granting approval to entities to perform or change a specified action eg change auditors, strategies or fund rules. Includes: <ul style="list-style-type: none"><li>• application</li><li>• supporting documentation</li><li>• recommendations</li><li>• decision</li><li>• request for review of decision</li><li>• notification.</li></ul>	Destroy 10 years after last action
Class no. 12114	Records documenting sanctions imposed on entities by the agency. Includes infringement notices, directions, variations to license, variations to capital requirements etc.	Destroy 10 years after last action
Class no. 12111	Records documenting the application for early release of superannuation benefit. Includes: <ul style="list-style-type: none"><li>• application</li><li>• supporting documents</li><li>• decisions</li><li>• written authorities</li><li>• request for review of decision</li><li>• notification.</li></ul>	Destroy 2 years after last action
Class no. 12112	Register of applications applying for early release of superannuation benefits.	Destroy when reference ceases

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Reporting**

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

*For performance and evaluation reports relating to contract management, use PRUDENTIAL SUPERVISION – Contracting-out.*

*For research reports, use PRUDENTIAL SUPERVISION – Research.*

*For reports on reviews of agency programs, processes, procedures, standards or systems, use PRUDENTIAL SUPERVISION – Reviewing.*

*For performance and evaluation reports relating to prudential services provided by the agency to external and internal clients, use PRUDENTIAL SUPERVISION – Services Management.*

*For prudential review reports, use PRUDENTIAL SUPERVISION – Supervisory Review.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12115	Final version of significant formal reports relating to the prudential supervision function that results in changes to policy or procedures. Includes policy direction and strategic reports.	Retain as national archives
Class no. 12116	Final versions of internal formal reports and reports produced for external agencies relating to the prudential supervision function that do not result in changes to policy or procedures. Includes discussion papers, project reports, ad hoc reports and industry performance reports. Excludes periodic internal reports.	Destroy 10 years after last action
Class no. 12117	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities relating to the prudential supervision function. Includes statistical reports, quarterly return analysis reports and monthly team reports.	Destroy 5 years after last action
Class no. 12118	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy when reference ceases

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### Research

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

*For the application for grants to conduct research, use COMMUNITY RELATIONS – Grant Funding.*

*For providing scholarships and grants to conduct research, use COMMUNITY RELATIONS (SCHOLARSHIPS) – Scholarships.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12119	Records documenting significant research relating to the prudential supervision function that results in changes to policies and procedures, is controversial or creates intense interest in the industry. Includes: <ul style="list-style-type: none"><li>• final research report</li><li>• survey instrument.</li></ul>	Retain as national archives
Class no. 12120	Records documenting research relating to the prudential supervision function that does not result in changes to policies and procedures, is not controversial and does not create intense interest in the industry. Includes: <ul style="list-style-type: none"><li>• final research report</li><li>• survey instrument.</li></ul>	Destroy 10 years after last action
Class no. 12121	Completed survey forms used in research studies relating to the prudential supervision function.	Destroy 5 years after research completed
Class no. 12122	Database of raw data used in research studies relating to the prudential supervision function.	Destroy 20 years after research completed
Class no. 12123	Working papers documenting research relating to the prudential supervision function. Includes drafts and literature searches.	Destroy when reference ceases

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### Reviewing

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

*For review of agreements, use PRUDENTIAL SUPERVISION – Agreements.*

*For prudential review of regulated and non-regulated entities, use PRUDENTIAL SUPERVISION – Supervisory Review.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12124	Records documenting review of agency programs, processes, procedures, standards or systems relating to the prudential supervision function. Includes documents establishing the review, final report and action plans.	Destroy 10 years after last action
Class no. 12125	Working papers documenting the review of agency programs, processes, procedures, standards or systems relating to the prudential supervision function. Includes drafts.	Destroy 3 years after last action

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### Services Management

The processes involved in managing the provision of services, to external and internal clients, that support prudential regulation. Includes bidding to competitively secure a contract, performance management and customer relations.

*For agreements and negotiations to provide services, use PRUDENTIAL SUPERVISION – Agreements.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12126	Records relating to successful offers by the agency to provide services to clients. Includes: <ul style="list-style-type: none"><li>• request for service</li><li>• bid proposal</li><li>• supporting documentation</li><li>• notifications</li><li>• draft contract.</li></ul>	Destroy 7 years after last action
Class no. 12127	Records relating to unsuccessful offers by the agency to provide services to clients. Includes <ul style="list-style-type: none"><li>• request for service</li><li>• bid proposal</li><li>• notifications.</li></ul>	Destroy 2 years after last action

## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### Services Management - Continued

The processes involved in managing the provision of services, to external and internal clients, that support prudential regulation. Includes bidding to competitively secure a contract, performance management and customer relations.

*For agreements and negotiations to provide services, use PRUDENTIAL SUPERVISION – Agreements.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12128	Records documenting management of the project. Includes: <ul style="list-style-type: none"><li>minutes of meetings with stakeholders</li><li>performance and evaluation reports.</li></ul>	Destroy 7 years after last action

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### Supervisory Coordination

The activities associated with ongoing supervision of an entity, which is specific to a particular supervised entity. This activity includes answering ad hoc queries, keeping detailed notes of all contact, updating contact details, and advising entities on supervision issues and developments in standards.

*For general enquiries about prudential supervision not related to a specific entity, use PRUDENTIAL SUPERVISION – Enquiries.*

*For formal advice regarding prudential supervision, use PRUDENTIAL SUPERVISION – Advice.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12129	Records documenting the provision of feedback or guidance to assist entities in complying with prudential supervision rules. Includes feedback on the quality of their documentation.	Destroy 2 years after last action
Class no. 12130	Register or management system documenting administrative interactions between the agency and entities. Includes contact details, detailed notes of all contact with entities and details of promotional material forwarded to entities.	Destroy individual entity's data/information 5 years after entity ceases to be regulated by agency
Class no. 12131	Records documenting requests to update contact details in the register or management system documenting administrative interactions between the agency and entities.	Destroy 2 years after last action

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Supervisory Review**

The activities involved in the evaluation of regulated and non-regulated entities subject to prudential review under the prudential regulation framework law. Includes scheduling the review, identifying area of review, producing findings and applying the risk rating and supervision strategy.

*For research carried out in the course of supervisory review, use PRUDENTIAL SUPERVISION – Research*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12132	Records documenting off-site analysis of entities, eg analysis carried out by the agency at the agency's premises. Includes the analysis of quarterly and annual returns, audit reports, financial condition reports and additional reports as directed by the agency.	Destroy 10 years after last action
Class no. 12133	Prudential reviews (such as on-site reviews carried out at the entity's premises, desk reviews and prudential consultations), undertaken by the agency to assess compliance with minimum prudential requirements, highlight potential prudential concerns and identify significant business trends. Includes: <ul style="list-style-type: none"><li>• review reports</li><li>• responses</li><li>• minutes of meetings</li><li>• agenda</li><li>• documents provided by entity</li><li>• copies of presentations presented by entity</li><li>• copies of risk rating</li><li>• follow up action/monitoring.</li></ul>	Destroy 10 years after last action
Class no. 12134	Prudential reviews undertaken by another organisation or commissioned expert, to assess an entity's compliance with minimum prudential requirements, highlight potential prudential concerns and identify significant business trends. Includes: <ul style="list-style-type: none"><li>• copy of report</li><li>• analysis</li><li>• meeting notes</li><li>• response from entity</li><li>• follow up action/monitoring.</li></ul>	Destroy 10 years after last action

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## PRUDENTIAL SUPERVISION

The function of supervising the prudent management of financial institutions under prudential regulation framework law. Includes the licensing, ongoing supervision and review of regulated entities subject to prudential regulation, managing complaints about entities and exercising regulatory powers relating to prudential supervision. Also includes developing appropriate internal and external procedures and the provision of services that support prudential regulation.

### **Technical Support**

The process of providing, to agency staff, support and guidance on prudential matters. Includes consulting precedents, liaison and referring issues to appropriate decision makers. Also includes providing information about the interpretation and application of prudential standards and legislation that the agency administers.

*For research carried out in the course of providing technical support, use PRUDENTIAL SUPERVISION – Research.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12136	Register documenting technical support advice that establishes precedent.	Destroy 20 years after precedent is superseded
Class no. 12137	Records documenting technical information provided to agency staff on prudential matters.	Destroy 10 years after last action
Class no. 12138	Records documenting routine administrative arrangements supporting technical support. Includes requests for support and liaison with staff.	Destroy 2 years after last action

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## **PUBLICATION (INTERNATIONAL)**

The function of having works published in international journals.

For the publication of other works issued for sale or distribution, use PUBLICATION.

### ***Production***

The process involved in producing material into an end result or output, eg a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding, etc.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12139	Master set of agency papers published in international publications that are not held by the National Library of Australia (NLA).	Retain as national archives
	<i>[For all other published works, use PUBLICATION - Production.]</i>	
Class no. 12140	Working papers documenting the development of an article for publication. Includes drafts, comments and amendments.	Destroy when reference ceases

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## STATISTICS MANAGEMENT

The function of collecting and analysing data under prudential regulation framework law. Includes the management of financial, economic and prudential statistics about reporting entities and related parties. Also includes managing secure data transfer.

For the publication of statistical publications, use PUBLICATION.

### **Committees**

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

For audit committees, use STRATEGIC MANAGEMENT – Committees.

For Cross Divisional Committees, use PRUDENTIAL SUPERVISION – Committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12141	Records of internal committees formed to consider specific matters relating to the statistics management function, eg steering committees, such as Statistics Steering Committee and ad hoc committees. Includes: <ul style="list-style-type: none"><li>• documents establishing the committee</li><li>• final versions of agendas</li><li>• final versions of minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Destroy 3 years after last action
Class no. 12142	Working papers documenting the conduct and administration of committees which consider matters relating to the statistics management function. Includes: <ul style="list-style-type: none"><li>• draft agendas</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy 3 years after last action

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### **Data Collection**

The activities associated with receiving, processing and analysing data collected from entities under prudential regulation framework law. Includes collection of financial, economic and prudential statistics about reporting entities and related parties, registering manual returns, pursuing late returns, examining data received for anomalies and inaccuracies and liaising with entities to correct data where required.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12146	Records documenting analysis of data collected under prudential regulation framework law. Includes: <ul style="list-style-type: none"><li>• data in statistics management system</li><li>• analysis</li><li>• exception reports.</li></ul>	Destroy 15 years after last action

## STATISTICS MANAGEMENT

The function of collecting and analysing data under prudential regulation framework law. Includes the management of financial, economic and prudential statistics about reporting entities and related parties. Also includes managing secure data transfer.

For the publication of statistical publications, use PUBLICATION.

### **Data Collection - Continued**

The activities associated with receiving, processing and analysing data collected from entities under prudential regulation framework law. Includes collection of financial, economic and prudential statistics about reporting entities and related parties, registering manual returns, pursuing late returns, examining data received for anomalies and inaccuracies and liaising with entities to correct data where required.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12144	Original copies of returns received or collected under prudential regulation framework law where the data is not transferred to the statistics management system. Includes monthly, quarterly and annual returns.	Destroy 10 years after entity has ceased operation
Class no. 12143	Copies of returns received or collected under prudential regulation framework law where the data is transferred into the statistics management system. Includes monthly, quarterly and annual returns.	Destroy 5 years after last action
Class no. 12145	Administrative records relating to the collection of data. Includes: <ul style="list-style-type: none"><li>• requests for extensions from entities and responses</li><li>• contact detail amendments</li><li>• requests from entities to change office holders, trustees etc</li><li>• receipt and tracking details of returns</li><li>• reminders of overdue returns</li><li>• correspondence regarding data discrepancies</li><li>• notifications to supervisors.</li></ul>	Destroy 2 years after last action

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### **Data Security**

The activities associated with managing and maintaining the authentication, non repudiation, encryption of data and any other measures intended to secure data transfer. Includes issuing digital certificates.

*For technical aspects of implementing a secure system, use TECHNOLOGY AND TELECOMMUNICATIONS - Security.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12147	Records documenting the secure status of regulated entities. Includes issuing digital certificates and withdrawal of access.	Destroy 7 years after last action

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## STATISTICS MANAGEMENT

The function of collecting and analysing data under prudential regulation framework law. Includes the management of financial, economic and prudential statistics about reporting entities and related parties. Also includes managing secure data transfer.

For the publication of statistical publications, use PUBLICATION.

### Enquiries

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12148	Records documenting the handling of enquiries relating to the statistics management function. Includes enquiries about how to complete or submit returns.	Destroy 2 years after last action

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### Meetings

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

For committee meetings, use STATISTICS MANAGEMENT – Committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12149	Final version of minutes and supporting documents tabled at meetings relating to statistics management. Includes meetings with external agencies.	Destroy 3 years after last action
Class no. 12150	Working papers documenting the conduct and administration of meetings held to support the statistics management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

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### Policy

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

For policy applicable to regulated entities, use POLICY AND STANDARDS – Prudential Policy.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12151	Records documenting the development and establishment of agency policies relating to the statistics management function. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts</li><li>• final policy documents.</li></ul>	Destroy 7 years after policy is superseded

## STATISTICS MANAGEMENT

The function of collecting and analysing data under prudential regulation framework law. Includes the management of financial, economic and prudential statistics about reporting entities and related parties. Also includes managing secure data transfer.

For the publication of statistical publications, 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.

For policy applicable to regulated entities, use POLICY AND STANDARDS – Prudential Policy.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12152	Working papers documenting the development of policies relating to the statistics management function. Includes: <ul style="list-style-type: none"><li>• minor drafts</li><li>• research material.</li></ul>	Destroy when reference ceases

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### ***Procedures***

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

For review of procedures, use STATISTICS MANAGEMENT – Reviewing.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12153	Master set of agency manuals, handbooks, directives etc detailing procedures relating to the statistics management function.	Destroy 5 years after procedures are superseded
Class no. 12154	Records documenting the development of agency procedures relating to the statistics management function. Includes drafts and comments.	Destroy when reference ceases

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### ***Reporting***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12155	Final version of internal formal reports and reports made to external agencies relating to statistics management. Includes ad hoc reports and project reports. Excludes periodic internal reports.	Destroy 5 years after last action

## STATISTICS MANAGEMENT

The function of collecting and analysing data under prudential regulation framework law. Includes the management of financial, economic and prudential statistics about reporting entities and related parties. Also includes managing secure data transfer.

For the publication of statistical publications, use PUBLICATION.

### ***Reporting - Continued***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12156	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support statistics management. Includes monthly reports.	Destroy 3 years after last action
Class no. 12157	Working papers documenting the development of reports. Includes drafts and comments.	Destroy when reference ceases

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### ***Reviewing***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12158	Records documenting review of agency programs, processes, procedures, standards or systems relating to the statistics management function. Includes documents establishing the review, final report and action plans.	Destroy 10 years after last action
Class no. 12159	Working papers documenting the review of agency programs, processes, procedures, standards or systems relating to the statistics management function. Includes drafts.	Destroy 3 years after last action

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