

# Records Disposal Authority

## Department of Finance and Administration

Job no 2005/627309

14 December 2005



Australian Government



NATIONAL  
ARCHIVES  
OF AUSTRALIA

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## CONTENTS

<b><u>INTRODUCTION</u></b>	<b>5</b>
Disposal authorisation	5
Purpose of this authority	5
Using this authority	5
Amendment of this authority	6
<b><u>CONTACT INFORMATION</u></b>	<b>6</b>
<b><u>AUTHORISATION</u></b>	<b>7</b>
<b><u>APPLICATION</u></b>	<b>8</b>
Defining properties or places of national significance	8
Defining primary and secondary records	9
Defining major and minor refurbishments, site fitouts and maintenance	11
Defining working papers	12
Special interest records for other organisations	12
<b><u>CLASSES</u></b>	<b>13</b>
Capital Works	13
Commonwealth Property Management	34

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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  
Parkes ACT 2600  
PO Box 7425  
Canberra Business Centre ACT 2610

Tel: (02) 6212 3610  
Fax: (02) 6212 3989  
Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)  
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 2005/627309**

**AUTHORISATION**

**RECORDS DISPOSAL AUTHORITY**

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

The Secretary  
Department of Finance and  
Administration  
John Gorton Building, King Edward Tce  
Parkes ACT 2600

**Purpose:**

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

**Application:**

Capital Works and Commonwealth Property Management  
records.

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

**Authorising Officer**

National Archives of Australia

**Date of issue:**

14 December 2005

Stephen Ellis  
Assistant Director-General  
Government

## APPLICATION

The following definitions in this application section should be considered to be interpretive guidelines, which have been created in order to assist in interpreting the authority.

### Defining properties or places of national significance

A property or place is to be considered to be of national significance if it falls into one or more of the following categories:

1. It has been listed on Commonwealth, State or Territory heritage listings including interim listings;
2. It is a major civil engineering project with significant Commonwealth input, for example, the construction of the main water pipe to Darwin, Northern Territory; Highway 1; or the Goongong Dam, ACT;
3. It is in the Parliamentary Triangle in Canberra. This includes Scrivener's Hut, but does not include temporary buildings such as those formerly erected in the Rose Gardens of Old Parliament House to house media;
4. It is a major cultural institution or memorial located outside the Parliamentary Triangle Canberra such as the Australian War Memorial and National Museum of Australia. [Note major cultural institutions or memorials outside of Canberra or overseas are covered by this category, e.g. ANZAC Memorial Square, Brisbane; or Villers Bretonneux in France];
5. It is a major Commonwealth owned or constructed property or place outside the Parliamentary Triangle in Canberra used to house a major department of state or agency such as the Edmund Barton Building, and the R.G. Casey Building;
6. It is a major Commonwealth owned or constructed property or place outside Canberra used to house major agencies such as the Commonwealth Centres and Law Courts in State and Territory capitals;
7. It was a property built before 1901 and was subsequently transferred to Commonwealth ownership;
8. It is a property or place covered by one of the following:
  - a. Post and telegraph offices (but not more recent offices housed in shopping centres or leased premises);
  - b. Airports, aerodromes and airstrips;
  - c. Migrant facilities;
  - d. Customs Houses (but not more recent offices housed in airports);
  - e. Quarantine stations (ie those where migrants were housed before being allowed to enter the Australian community);
  - f. Financial buildings (eg Commonwealth Banks and the Reserve Bank - but not more recent offices housed in shopping centres or leased premises);;
  - g. Lighthouses and surrounding buildings such as lighthouse keepers' cottages;
  - h. Cemeteries, memorials and monuments;
  - i. Scientific research facilities (eg purpose-built facilities, such as observatories, acoustic laboratories, and nuclear reactors);
  - j. Projects undertaken jointly with foreign governments;
  - k. Projects referred to the Parliamentary Standing Committee on Public Works that were approved;
  - l. Permanent military establishments and bases, including shipbuilding facilities, munitions factories and repatriation hospitals;
  - m. Any other significant properties or places as determined at the discretion of the sentencer and approved by a supervisor.
9. It is a property or place with significant indigenous links.



## **Defining primary or secondary records**

The terms 'primary' and 'secondary' records are used to identify a selection of records relating to properties or places as indicated in the Records Disposal Authority (RDA). For the purposes of this (RDA) definitions of 'primary' and 'secondary' records are listed below for each class that mentions 'primary' or 'secondary' records in its description notes. The same applies for definitions relating to refurbishments, site fitouts, maintenance and working papers.

### Capital Works – Committees

'Primary records of committees are those which represent and give evidence for the committee's establishment and decisions. These records form the foundation of the committees and include:

- Committee reports;
- Final versions of minutes and agenda;
- Professional information about members.

'Secondary records of committees include those which help the committee members to gain knowledge of a topic or situation to prepare for discussion; are used to keep notes or for reference; or are drafts or copies of primary records. The secondary records also include:

- Briefing papers;
- Discussion papers;
- Working papers.

### Capital Works – Conservation

'Primary conservation records' represent the significant records used to preserve, protect, maintain, restore and enhance properties or places of national significance. These records include:

- Conservation/treatment reports;
- Condition reports;
- Photographs and drawings.

'Secondary conservation records' represent the records that if destroyed will have a negligible effect on the continued maintenance/conservation of properties or places of national significance. These records include:

- Survey requests;
- Conservation requests;
- Treatment requests.

### Capital Works – Construction

'Primary construction records' represent the significant records used to implement the design drawings of the building or property. These records do not include the design drawings or plans, or the as-built architectural drawings. 'Primary construction records' include:

- Project plans;
- Structural design calculations;
- Projects referred to the Public Works Committee;
- Records of discussions with stakeholders.

The term 'Secondary construction records' is used to identify the construction records that do not fit into the 'primary construction records' category and are not required for the on-going maintenance of the property of place. These records include:

- Priced bills of quantity;
- Estimates;
- Rise and fall calculations.

### Capital Works - Design

'Primary design records' will represent the building or structure as a whole, without including duplications. As a guideline, when sentencing records under Capital Works - Design, only the best version of an 'as-built architectural drawing' will be a 'primary record' and RNA. 'Primary design records' include details of the electrical engineering drawings, mechanical engineering drawings and hydraulic engineering drawings. If, for example, a certain drawing (e.g. electrical drawing) is not depicted on the selected 'as-built architectural drawing', then the 'as-built' version of the electrical drawing is required to be a primary record and RNA. This is in addition to the as-built architectural drawing. Please note that this assumes these drawings are available. If an 'as-built architectural drawing' is not available, then the most recent drawings of each type will be sufficient. Please also note that primary design records also includes display models of an architectural quality.

The term 'secondary design records' is used to identify the design records that do not fit into the 'primary design records' category. While primary records represent the building or structure as a whole, secondary records include records no longer required for maintenance purposes that were used to construct the less significant details of the building or structure, or are of an administrative quality. For example, once an 'as-built architectural drawing' or collection of drawings have been identified as 'primary records' then the remaining drawings not included as 'primary records' are considered to be 'secondary records'. This also includes

- original concept architectural drawings;
- specifications;
- display models that are not of an architectural quality;
- audio-visual records;
- records of discussions with stakeholders;
- other design documentation not included as primary records.

### Capital Works – Tendering

'Primary tendering records' are those records which document the issue and evaluation of tenders relating to properties or places of national significance. These include:

- Statements of requirements;
- Recommendations;
- Evaluation documentation;
- Signed contracts.

The term 'Secondary tendering records' identifies those records used in the development of the tendering process relating to properties or places of national significance. These include:

- Requests for proposals;
- Public notices;
- Requests for tender;
- Draft contracts;
- Expressions of interest.

### Commonwealth Property Management – Committees

‘Primary records of committees are those which represent and give evidence for the committee’s establishment and decisions. These records form the foundation of the committees and include:

- Records documenting the establishment of the Committee;
- Committee reports;
- Final versions of minutes and agenda;
- Professional information about members.

‘Secondary records of committees include those which help the committee members to gain knowledge of a topic or situation to prepare for discussion; are used to keep notes or for reference; or are drafts or copies of primary records. The secondary records also include:

- Briefing papers;
- Discussion papers;
- Working papers.

### Commonwealth Property Management - Tendering

‘Primary tendering records’ are those records which document the issue and evaluation of tenders relating to properties or places of national significance. These include:

- Statements of requirements;
- Recommendations;
- Evaluation documentation;
- Signed contracts.

The term ‘Secondary tendering records’ identifies those records used in the development of the tendering process relating to properties or places of national significance. These include:

- Requests for proposals;
- Public notices;
- Requests for tender;
- Draft contracts;
- Expressions of interest.

### **Defining major or minor refurbishments, site fitouts and maintenance**

#### Capital Works – Refurbishment

The term major refurbishment is used to include records that document major improvements of the structure or fabric of nationally significant buildings, possibly to give the building a new purpose for its use. For example, where the entire interior of a building is removed, and a new interior or structure is created. This includes assessment of obligations regarding heritage properties.

The term minor refurbishment is used to include records that document minor improvements of the structure or fabric of nationally significant buildings. For example, where a small portion of a building interior is removed and is replaced with a new interior or structure. This includes assessment of obligations regarding heritage properties.

#### Capital Works – Site Fitouts

Major fitouts include whole of office or building fitouts including the installation or replacement of wall partitions, equipment, floor coverings, furnishings, wall fittings and internal painting. In the context of a place or garden, a major fitout includes a complete makeover of the place or garden without changing its structure. This includes assessments of obligations regarding heritage properties.

Minor fitouts include the installation or replacement of wall partitions, equipment, floor coverings, furnishings, wall fittings and internal painting of small sections of an office or building, and which do not alter the overall perspective of the larger fitout. This includes assessments of obligations regarding heritage properties.

#### Commonwealth Property Management – Maintenance

Major maintenance includes the repairs and maintenance that will have an effect on a major part of the building or place of national significance. For example, major maintenance would include:

- Replacing windows which no longer perform to required standards;
- Replacing or repairing a major airconditioning system;
- Replacing or repairing the roof on a large scale.

Major maintenance also includes the ‘primary conservation records’ of any activities involved in the conservation of properties or places of national significance completed before 1964. Please see the definition of ‘Primary conservation records’ under Capital Works – Conservation in this application page.

Minor maintenance includes the repairs and maintenance that will have an effect on a small portion of a building or place of national significance. For example, minor maintenance would include:

- Replacing or fixing a door;
- Mending a hole in a wall;
- Replacing a light fitting;
- Replacing a water heater/conditioner in a kitchen;
- Replacing or repairing a couple of roof tiles.

Minor maintenance also includes the ‘secondary conservation records’ of any activities involved in the conservation of properties or places of national significance completed before 1964. Please see the definition of ‘Secondary conservation records’ under Capital Works – Conservation in this application page.

#### **Defining working papers**

For the purposes of this RDA, working papers are defined as drafts, copies of records, and notes kept for reference purposes, where the loss of these records would have negligible effects on the business operations of the agency or the maintenance of the property or place.

In the fields of architecture and design, working papers are sometimes considered to be the drawings and designs with which an architect, builder or designer works. However, this definition is not to be applied when using this RDA to sentence records.

#### **Special interest records for other organisations**

Where the records are not to be sentenced as RNA, please consider other organisations that may have an interest in the records to possibly receive custody of records when records are due for destruction. For example, organisations may include:

- Australian War Memorial for war-related records;
- Sydney Harbour Federation Trust for Sydney Harbour property records;
- Louis Laybourne Smith School Architecture Museum (University of South Australia).

However, any transfer of ownership has to be documented through National Archives before transfer occurs. Please also note that National Archives and the Australian War Memorial (AWM) have an agreement in place relating to custody arrangements for certain Commonwealth records relating to wars and warlike operations and other related material. This agreement relates primarily to RNA material, although there is scope to include, in some circumstances, material which has been sentenced as having temporary value. Please liaise with AWM if it is felt that any temporary records relating to wars and warlike operations are significant enough to be included in AWM’s collection.

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Advice

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12160	Records documenting the receipt and provision of advice relating to properties or places of national significance as defined in the application page. Includes advice relating to properties or places of national significance containing references to the use of or exposure to hazardous materials.	Retain as national archives
Class no. 12161	Records documenting the receipt and provision of advice relating to properties or places with no national significance, that include references to the use of or exposure to hazardous materials.	Destroy 100 years after last action
Class no. 12162	Records documenting the receipt and provision of advice relating to properties or places with no national significance, that do not include references to the use of or exposure to hazardous materials.	Destroy 5 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. 12163	Final versions of agreements for the provision of services by or to the agency in relation to properties or places of national significance as defined in the application page. Includes agreements in relation to properties or places of national significance containing references to the use of or exposure to hazardous materials.	Retain as national archives
Class no. 12164	Final versions of agreements for the provision of services by or to the agency in relation to properties or places with no national significance, that include references to the use of or exposure to hazardous materials.	Destroy 100 years after last action

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **Agreements - Continued**

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. 12165	Final versions of all other agreements. This includes those that do not relate specifically to properties or places, or, are for the provision of services by or to the agency in relation to properties or places with no national significance, and do not include references to the use of or exposure to hazardous materials.	Destroy 10 years after agreement expires or is terminated
Class no. 12166	Records documenting negotiations, establishment, maintenance and review of all agreements.	Destroy 7 years after expiry or other termination of agreement

### **Audit**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12167	External audit reports relating to the function of capital works. Includes: <ul style="list-style-type: none"> <li>• compliance audits</li> <li>• operational audits</li> <li>• tendering audits</li> <li>• quality assurance audits</li> <li>• working papers relating to audits</li> </ul>	Destroy 7 years after last action

### **Bid Management**

The activities associated with responding to tenders to undertake work on properties or places for or on behalf of other agencies. Includes preparing and submitting bids and lodging quotes in response to tenders issued by other agencies.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12168	Records documenting the development of responses to tenders for work on all properties or places. Includes supporting records.	Destroy 7 years after tender process completed

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Committees

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12169	Primary records of committees to direct projects relating to properties or places of national significance as defined in the application page, including those containing references to the use of or exposure to hazardous materials. Includes: <ul style="list-style-type: none"> <li>• records documenting the establishment of the committee</li> <li>• reports</li> <li>• final versions of minutes and agenda</li> <li>• professional information about committee members</li> </ul>	Retain as national archives
Class no. 12170	Secondary records of committees formed to direct projects relating to properties or places of national significance as defined in the application page, including those containing references to the use of or exposure to hazardous materials. Includes: <ul style="list-style-type: none"> <li>• briefing papers</li> <li>• discussion papers</li> <li>• working papers</li> </ul>	Destroy 100 years after last action
Class no. 12171	Records of committees formed to direct projects relating to properties or places with no national significance, that include references to the use of or exposure to hazardous materials. Includes: <ul style="list-style-type: none"> <li>• records documenting the establishment of the committee</li> <li>• reports</li> <li>• final versions of minutes and agenda</li> <li>• briefing and discussion papers</li> <li>• working papers</li> </ul>	Destroy 100 years after last action
Class no. 12172	Records of committees formed to direct projects relating to properties or places with no national significance, that do not include references to the use of or exposure to hazardous materials, excluding working papers. Includes: <ul style="list-style-type: none"> <li>• records documenting the establishment of the committee</li> <li>• reports</li> <li>• final versions of minutes and agenda</li> <li>• briefing and discussion papers</li> </ul>	Destroy 7 years after last action

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **Committees - Continued**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12173	Records of committees formed to consider more general matters that are not specific to properties or places. Includes: <ul style="list-style-type: none"> <li>• records documenting the establishment of the committee</li> <li>• reports</li> <li>• final versions of minutes and agenda</li> <li>• briefing and discussion papers</li> </ul>	Destroy 5 years after last action
Class no. 12174	Working papers documenting the conduct and administration of committees formed to direct projects relating to properties or places with no national significance that do not include references to the use of or exposure to hazardous materials, or of committees formed to consider general matters or programs that are not specific to properties or places.	Destroy when references ceases

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### **Compliance**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12175	Records documenting compliance with internal or external standards relating to properties or places of national significance as defined in the application page.	Retain as national archives
Class no. 12176	Records documenting compliance with internal or external standards relating to properties or places with no national significance.	Destroy 7 years after last action

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## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Compliance Monitoring

The activities associated with monitoring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes monitoring compliance with legislation.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12177	Records documenting the monitoring of compliance of stakeholders, including builders, with mandatory or optional accountability requirements in relation to the construction of properties or places of national significance as defined in the application page. Includes compliance monitoring in relation to building design and construction standards for construction work designed or constructed by or on behalf of the Commonwealth.	Retain as national archives
Class no. 12178	Records documenting the monitoring of compliance of stakeholders, including builders, with mandatory or optional accountability requirements in relation to the construction of properties or places with no national significance. Includes compliance monitoring in relation to building design and construction standards for construction work designed or constructed by or on behalf of the Commonwealth.	Destroy after expiration of Commonwealth agency tenancy or transfer to new owner/tenant after disposal/vacation of property

### Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

*For implementing structural improvements to properties and their surrounds, use CAPITAL WORKS – Refurbishment.*

*For records of work created on properties and places of no national significance that do not include references to the use of or exposure to hazardous materials, use COMMONWEALTH PROPERTY MANAGEMENT – Maintenance.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12179	Primary records documenting the activities involved in the conservation of properties and places of national significance as defined in the application page, including those containing references to the use of or exposure to hazardous materials. Includes: <ul style="list-style-type: none"> <li>• Conservation reports</li> <li>• Treatment reports</li> <li>• Condition reports</li> <li>• Photographs and drawings</li> </ul> (Date range: 1964- )	Retain as national archives

*[For records of work created before 1964 on properties and places of national significance, use COMMONWEALTH PROPERTY MANAGEMENT – Maintenance.]*

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Conservation - Continued

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

*For implementing structural improvements to properties and their surrounds, use CAPITAL WORKS – Refurbishment.*

*For records of work created on properties and places of no national significance that do not include references to the use of or exposure to hazardous materials, use COMMONWEALTH PROPERTY MANAGEMENT – Maintenance.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12180	<p>Secondary records documenting the activities involved in the conservation of properties and places of national significance as defined in the application page. Includes records of places of national significance containing references to the use of or exposure to hazardous materials. Includes:</p> <ul style="list-style-type: none"> <li>• Survey requests</li> <li>• Conservation requests</li> <li>• Treatment requests</li> </ul> <p>(Date range: 1964- )</p> <p><i>[For records of work created before 1964 on properties and places of national significance, use COMMONWEALTH PROPERTY MANAGEMENT – Maintenance.]</i></p>	Destroy 100 years after last action
Class no. 12181	Records documenting the restoration of contaminated land or building sites.	Retain as national archives
Class no. 12182	<p>Records documenting the activities involved in the conservation of properties and places with no national significance. Includes those containing references to the use of or exposure to hazardous materials.</p> <p>(Date range: 1964 - )</p> <p><i>[For records of work created before 1964 on properties and places of no national significance, use COMMONWEALTH PROPERTY MANAGEMENT – Maintenance.]</i></p>	Destroy 100 years after last action
Class no. 12183	Working papers such as drafts, copies of conservation records, and notes kept for reference purposes relating to the conservation of all properties or places.	Destroy when reference ceases

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Construction

The process of making or building something.

*For the preparation of drawings and specifications in order to execute a building project, use CAPITAL WORKS – Design.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12184	Contractors Cards and Dossiers.	Retain as national archives
Class no. 12185	Primary records documenting emergency construction works on all properties or places damaged by disasters, for example Tasman Bridge, Cyclone Tracy, or the Newcastle earthquake. Includes: <ul style="list-style-type: none"> <li>• Project plans</li> <li>• Structural design calculations</li> <li>• Projects referred to the Public Works Committee</li> <li>• Records of discussions with stakeholders</li> </ul>	Retain as national archives
Class no. 12186	Secondary records documenting emergency construction works on all properties or places damaged by disasters, for example Tasman Bridge, Cyclone Tracy, or the Newcastle earthquake. Includes: <ul style="list-style-type: none"> <li>• Priced bills of quantity</li> <li>• Estimates</li> <li>• Rise and fall calculations</li> </ul>	Destroy 15 years after last action
Class no. 12187	Primary records documenting the construction of properties or places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• Project plans</li> <li>• Structural design calculations</li> <li>• Projects referred to the Public Works Committee</li> <li>• Records of discussions with stakeholders</li> </ul>	Retain as national archives
Class no. 12188	Secondary records documenting the construction of properties or places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• Priced bills of quantity</li> <li>• Estimates</li> <li>• Rise and fall calculations</li> </ul>	Destroy 15 years after last action
Class no. 12189	Primary records as defined in the application page documenting the construction of properties or places with no national significance. Includes: <ul style="list-style-type: none"> <li>• Project plans</li> <li>• Structural design calculations</li> <li>• Projects referred to the Public Works Committee</li> </ul>	Destroy after expiration of Commonwealth agency tenancy or transfer to new owner/tenant after disposal/vacation of property

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **Construction - Continued**

The process of making or building something.

*For the preparation of drawings and specifications in order to execute a building project, use CAPITAL WORKS – Design.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12190	Secondary records as defined in the application page documenting the construction of properties or places with no national significance. Includes: <ul style="list-style-type: none"> <li>• Records of discussions with stakeholders</li> <li>• Priced bills of quantity</li> <li>• Estimates</li> <li>• Rise and fall calculations</li> </ul>	Destroy 10 years after last action
Class no. 12191	Records containing references to the use of or exposure to hazardous materials during the process of construction. Includes surveys and inspection reports for hazardous materials.  <i>[For inspections of facilities, equipment and items, to ensure compliance with agreed standards and objectives, use COMMONWEALTH PROPERTY MANAGEMENT – Inspections.]</i>	Destroy 100 years after last action
Class no. 12192	Records documenting construction activities that did not proceed.	Destroy 7 years after decision made not to proceed with construction activities
Class no. 12347	Working papers such as drafts, copies of construction records, and notes kept for reference purposes relating to the construction of all properties or places.	Destroy when references ceases

### **Contracting out**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12193	Records documenting contract management relating to work on properties or places of national significance as defined in the application page those containing references to the use of or exposure to hazardous materials. Includes minutes of meetings with main stakeholders and contractors, and performance and evaluation results.	Retain as national archives

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **Contracting out - Continued**

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. 12194	Records documenting contract management relating to work on properties or places with no national significance containing references to the use of or exposure to hazardous materials. Includes minutes of meetings with main stakeholders and contractors, and performance and evaluation results.	Destroy 100 years after last action
Class no. 12195	Records documenting contract management relating to work on properties or places with no national significance that do not contain references to the use of or exposure to hazardous materials. Includes minutes of meetings with main completion or other stakeholders and contractors, and performance and evaluation termination of contract results.	Destroy 7 years after completion or other termination of contract
Class no. 12196	Records documenting contractual transactions relating to work on all properties or places. Includes: <ul style="list-style-type: none"> <li>• progress payments</li> <li>• contract completion</li> <li>• other variations</li> <li>• extensions of time</li> <li>• transmittal of documents</li> <li>• rise termination of contract</li> <li>• fall calculations</li> </ul>	Destroy 7 years after completion or other termination of contract

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## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Design

The activities associated with the preparation of drawings and specifications in order to execute a project. Includes discussions with stakeholders.

*For the execution of construction projects, use CAPITAL WORKS – Construction.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12197	Primary design records relating to properties or places of national significance as defined in the application page, or relating to emergency design work of all properties or places of national significance damaged by disasters, for example Tasman Bridge, Cyclone Tracey, or the Newcastle earthquake.	Retain as national archives
Class no 12198	Secondary design records relating to properties or places of national significance as defined in the application page, or relating to emergency design work of all properties or places of national significance damaged by disasters, for example Tasman Bridge, Cyclone Tracey, or the Newcastle earthquake. Includes: <ul style="list-style-type: none"> <li>• original concept architectural drawings</li> <li>• specifications</li> <li>• display models that are not of an architectural quality</li> <li>• audio-visual records</li> <li>• records of discussions with stakeholders</li> <li>• other design documentation not included as primary records</li> </ul>	Destroy 15 years after last action
Class no 12199	Primary design records relating to properties or places with no national significance as defined in the application page.	Destroy after expiration of Commonwealth agency tenancy or transfer to new owner/tenant after disposal/vacation of property
Class no 12200	Secondary design records relating to properties or places with no national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• original concept architectural drawings</li> <li>• specifications</li> <li>• display models that are not of an architectural quality</li> <li>• audio-visual records</li> <li>• records of discussions with stakeholders</li> <li>• other design documentation not included as primary records</li> </ul>	Destroy 10 years after last action

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **Design - Continued**

The activities associated with the preparation of drawings and specifications in order to execute a project. Includes preparation of estimates, bills of quantity and discussions with stakeholders.

*For the execution of construction projects, use CAPITAL WORKS – Construction.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no 12201	Design records containing references to the use of or exposure to hazardous materials.	Destroy 100 years after last action
Class no 12202	Civil engineering drawings and structural design calculations for all types of buildings or structures. Includes properties or places both of national significance and without national significance.	Destroy after expiration of Commonwealth agency tenancy or transfer to new owner/tenant after disposal/vacation of property
Class no 12203	Electrical engineering drawings, mechanical engineering drawings and hydraulic engineering drawings that are not included as primary records and are not current drawings for any type of buildings and structures. Includes properties or places both of national significance and without national significance.	Destroy 20 years after superseded or obsolete
Class no. 12204	Plan and drawing registers and indexes.	Retain as national archives
Class no. 12205	Specifications registers.	Retain as national archives
Class no. 12206	Working papers such as drafts, copies of design records, and notes kept for reference purposes relating to the design of all properties or places.	Destroy when reference ceases



## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Government Liaison

The activities associated with maintaining regular general contact between the organisation and government departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

*For liaison activities with non-government organisations, use CAPITAL WORKS – Liaison.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12207	Records of correspondence and liaison activities undertaken with Government agencies, departments and authorities in relation to properties or places of national significance as defined in the application page.	Retain as national archives
Class no. 12208	Records of correspondence and liaison activities undertaken with Government agencies, departments and authorities in relation to properties or places with no national significance.	Destroy 3 years after last action

### Liaison

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

*For liaison activities with government organisations, use CAPITAL WORKS – Government Liaison.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12209	Records of correspondence with stakeholders, clients and contractors, and records documenting liaison activities undertaken with professional associations, professionals in related fields, private sector organisations and community groups in relation to properties or places of national significance. Includes: <ul style="list-style-type: none"> <li>• collaboration on projects</li> <li>• exchange of information</li> <li>• all the activities of a member of an organisation</li> </ul>	Retain as national archives
Class no. 12210	Records of correspondence with stakeholders, clients and contractors, and records documenting liaison activities undertaken with professional associations, professionals in related fields, private sector organisations and community groups in relation to properties or places with no national significance. Includes: <ul style="list-style-type: none"> <li>• collaboration on projects</li> <li>• exchange of information</li> <li>• all the activities of a member of an organisation</li> </ul>	Destroy 3 years after last action



## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Marketing

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12211	Records documenting the marketing of capital works-related activities, such as design, site surveying, construction, maintenance, fitouts and refurbishments. Includes records covering arrangements for advertising campaigns and promotional photographs.	Destroy 3 years after last action

### Meetings

The activities associated with adhoc 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 records of committee meetings, use CAPITAL WORKS – Committees.*

*For records of meetings with contractors, use CAPITAL WORKS – Contracting out.*

*For records of discussions with stakeholders, use CAPITAL WORKS – Design.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12212	Final version of minutes and supporting documents tabled at meetings held to support the capital works function. Includes meetings with external agencies.	Destroy 7 years after action completed
Class no. 12213	Working papers documenting the conduct and administration of meetings held to support the capital works function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul>	Destroy when references ceases

### Planning

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12214	Final versions of plans for programs of work for agencies.	Destroy 20 years after last action
Class no. 12215	Records documenting planning processes for programs of work for agencies. Includes working papers.	Destroy 10 years after action completed

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a references 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. 12216	Master set of national policies relating to the capital works function. Includes national policies relating to the use and management of hazardous materials.	Retain as national archives
Class no. 12217	Records documenting the development and establishment of policies in support of the capital works function. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> </ul>	Destroy 7 years after policy is superseded
Class no. 12218	Working papers documenting the development of all policies relating to the capital works function. Includes comments made on the development of policies.	Destroy 2 years after promulgation of new policy
Class no. 12219	Copies of policy documents and supporting papers.	Destroy when references ceases

### Procedures

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12220	Master set of manuals, handbooks, directives etc detailing capital works procedures for all properties and places.	Destroy 7 years after procedures are superseded
Class no. 12221	Records documenting the development of procedures supporting the capital works function, such as working papers.	Destroy 2 years after procedures are superseded
Class no. 12222	Copies of manuals, handbooks, directives, etc.	Destroy when references ceases

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **Refurbishment**

The activity of implementing structural improvements to properties and their surrounds. Includes replacing building finishes (floors, ceilings and walls), building services (mechanical, electrical, fire, lifts, hydraulics); carrying out repairs to the building fabric (external windows and walls); and associated landscaping.

*For records relating to fitouts not concerning the making of structural improvements to properties and their surrounds, use CAPITAL WORKS – Site Fitouts.*

*For activities relating to the conservation of properties or places, use CAPITAL WORKS – Conservation.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12223	Records documenting the major refurbishment of properties and places of national significance as defined in the application page including those containing references to the use of or exposure to hazardous materials. Includes economic justification and required notification of intent.	Retain as national archives
Class no. 12224	Records documenting the minor refurbishment of properties and places of national significance as defined in the application page including those containing references to the use of or exposure to hazardous materials. Includes economic justification and required notification of intent.	Destroy 100 years after last action
Class no. 12225	Records documenting the refurbishment of properties and places with no national significance containing references to the use of or exposure to hazardous materials. Includes economic justification and required notification of intent.	Destroy 100 years after last action
Class no. 12226	Records documenting the refurbishment of properties and places with no national significance that do not contain references to the use of or exposure to hazardous materials. Includes economic justification and required notification of intent.	Destroy 5 years after subsequent refurbishment
Class no. 12227	Working papers such as drafts, copies of refurbishment records, and notes kept for reference purposes relating to the refurbishment of all properties or places.	Destroy when reference ceases

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Reporting

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

*For audit reports, use CAPITAL WORKS – Audit.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12228	Final versions of formal internal reports and reports made to external agencies on properties and places of national significance as defined in the application page. Includes reports on properties and places of national significance containing references to the use of or exposure to hazardous materials.	Retain as national archives
Class no. 12229	Final versions of formal internal reports and reports made to external agencies on properties and places with no national significance containing references to the use of or exposure to hazardous materials.	Destroy 100 years after last action
Class no. 12230	Final versions of formal internal reports and reports made to external agencies on properties and places with no national significance, that do not contain references to the use of or exposure to hazardous materials.	Destroy 10 years after last action
Class no. 12231	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed

### 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.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12232	Records documenting research into major historical buildings or hazardous materials used in the building industry.	Retain as national archives

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### Research - Continued

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12233	Records documenting research on the development of national and international standards.	Retain as national archives
Class no. 12234	Records documenting research in support of the capital works function not involving major historical buildings, hazardous materials or standards. Includes working papers.	Destroy 10 years after action completed

### 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>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12235	Records documenting reviews of agency programs and operations in relation to the capital works function. Includes working papers.	Destroy 5 years after action completed

### Site Fitouts

The activities associated with the process of establishing or fitting out properties or places. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

*For records relating to the making of structural improvements to properties and their surrounds, use CAPITAL WORKS – Refurbishment.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12236	Records documenting major fitouts to properties and places of national significance as defined in the application page.	Retain as national archives
Class no. 12237	Records documenting minor fitouts to properties and places of national significance, and all fitouts to properties or places with no national significance.	Destroy 7 years after last action

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **Site Fitouts - Continued**

The activities associated with the process of establishing or fitting out properties or places. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

*For records relating to the making of structural improvements to properties and their surrounds, use CAPITAL WORKS – Refurbishment.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12238	Working papers such as drafts, copies of fitout records and notes kept for reference purposes relating to the fitout of all properties or places.	Destroy when reference ceases

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### **Site Surveying**

The activities associated with detecting the relative position of points at, above, or below the surface of the earth or establishing such points. Also includes establishing boundaries of public and private lands, the development of engineering data to support the construction of bridges, roads, buildings and other infrastructure, and other land development purposes Also includes the conduct of environmental impact studies and investigating, analysing and evaluating a site for Commonwealth use.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12239	Environmental impact statements and supporting documentation for properties or places of national significance as defined in the application page.	Retain as national archives
Class no. 12240	Environmental impact statements and supporting documentation for properties or places with no national significance.	Destroy 25 years after last action
Class no. 12241	Working papers such as drafts, copies of environmental impact statements supporting documentation, and notes kept for reference purposes relating to the environmental impact studies of all properties or places.	Destroy when reference ceases
Class no. 12242	Records documenting surveys of sites relating to properties or places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• field books</li> <li>• site maps (survey maps of the unimproved site)</li> <li>• level books</li> </ul>	Retain as national archives

## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **Site Surveying - Continued**

The activities associated with detecting the relative position of points at, above, or below the surface of the earth or establishing such points. Also includes establishing boundaries of public and private lands, the development of engineering data to support the construction of bridges, roads, buildings and other infrastructure, and other land development purposes. Also includes the conduct of environmental impact studies and investigating, analysing and evaluating a site for Commonwealth use.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12243	Records documenting surveys of sites relating to properties or places with no national significance. Includes: <ul style="list-style-type: none"> <li>• field books</li> <li>• site maps (survey maps of the unimproved site)</li> <li>• level books</li> </ul>	Destroy 25 years after last entry
Class no. 12244	Working papers such as drafts, copies of site surveying records, and notes kept for reference purposes relating to the site surveying of all properties or places.	Destroy when reference ceases

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### **Standards**

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

*For records documenting compliance with mandatory or optional standards, use CAPITAL WORKS - Compliance.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12245	Records documenting the implementation of standards, such as the Building Code of Australia.	Destroy 7 years after last action

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## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### **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. 12246	Primary records documenting the tender process relating to properties and places of national significance as defined in the application. Includes: <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• recommendations</li> <li>• evaluation documentation</li> <li>• signed contracts</li> </ul>	Retain as national archives
Class no. 12247	Secondary records documenting the tender process relating to properties and places of national significance as defined in the application. Includes: <ul style="list-style-type: none"> <li>• requests for proposals</li> <li>• public notices</li> <li>• requests for tender</li> <li>• draft contracts</li> <li>• expressions of interest</li> </ul>	Destroy 20 years after last action
Class no. 12248	Records documenting the tender process relating to all properties and places containing references to the use of or exposure to hazardous materials.	Destroy 100 years after last action
Class no. 12249	Records documenting the tender process relating to properties and places with no national significance and not containing references to the use of or exposure to hazardous materials, excluding signed contracts. Includes: <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• expressions of interest</li> <li>• evaluation reports</li> <li>• recommendations</li> <li>• supporting documents</li> </ul>	Destroy 7 years after last action
Class no. 12250	Signed contracts relating to properties and places with no national significance that do not contain references to the use of or exposure to hazardous materials.	Destroy 20 years after completion or other termination of contract



## CAPITAL WORKS

The function of designing and constructing architectural and engineering works of any kind including fitouts, refurbishments and extensions and conservation of such works. Includes preparing drawings and specifications, surveying, tendering, managing and overseeing of construction activities by internal or contracted labour and liaison with clients.

*For the management of properties, including commercial properties, use COMMONWEALTH PROPERTY MANAGEMENT.*

### ***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. 12251	Contract register.	Destroy 7 years after last entry
Class no. 12252	Tender register.	Destroy 7 years after last entry
Class no. 12253	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
Class no. 12254	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 3 years after the tender process completed or decision made not to continue with the tender
Class no. 12255	Working papers such as drafts, copies of tendering records, and notes kept for reference purposes relating to the tendering of all properties or places.	Destroy when reference ceases

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Advice

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12256	Records documenting the receipt and provision of advice relating to properties or places of national significance as defined in the application page.	Retain as national archives
Class no. 12257	Records documenting the receipt and provision of advice relating to properties or places with no national significance.	Destroy 5 years after last action

### Agreements

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

*For signed leases, use COMMONWEALTH PROPERTY MANAGEMENT Leasing or COMMONWEALTH PROPERTY MANAGEMENT Leasing-out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12258	Final versions of agreements for the provision of property management services by or to the agency in relation to properties or places of national significance as defined in the application page. Includes memoranda of understanding and tenancy agreements.	Retain as national archives
Class no. 12259	Final versions of agreements for the provision of property management services by or to the agency in relation to properties or places with no national significance. Includes memoranda or understanding and tenancy agreements.	Destroy 7 years after expiry or other termination of agreement

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### **Agreements - Continued**

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

*For signed leases, use COMMONWEALTH PROPERTY MANAGEMENT Leasing or COMMONWEALTH PROPERTY MANAGEMENT Leasing-out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12260	Records documenting or supporting negotiations, establishment, maintenance and review of all agreements.	Destroy 7 years after expiry or other termination of agreement

### **Bid Management**

The activities associated with responding to tenders to undertake work on properties or places for or on behalf of other agencies. Includes preparing and submitting bids and lodging quotes in response to tenders issued by other agencies.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12261	Records documenting the preparation of responses to tenders for work on properties or places including supporting records.	Destroy 7 years after tender process completed

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Committees

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

*For audit committees, use (AFDA) STRATEGIC MANAGEMENT – Committees.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12262	Primary records of committees formed in support of the provision of property management services relating to properties or places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• records documenting the establishment of the committee</li> <li>• reports</li> <li>• final versions of minutes and agenda</li> <li>• professional information about members</li> </ul>	Retain as national archives
Class no. 12263	Secondary records of committees formed in support of the provision of property management services relating to properties or places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• briefing papers</li> <li>• discussion papers</li> <li>• working papers</li> </ul>	Destroy 100 years after last action
Class no. 12264	Records of committees formed in support of the provision of property management services relating to properties or places with no national significance excluding working papers. Includes: <ul style="list-style-type: none"> <li>• records documenting the establishment of the committee</li> <li>• reports</li> <li>• final versions of minutes and agenda</li> <li>• briefing and discussion papers</li> </ul>	Destroy 7 years after last action

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Committees - Continued

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

*For audit committees, use (AFDA) STRATEGIC MANAGEMENT – Committees.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12265	Records of committees formed to consider general matters or programs not related to specific properties or places, excluding working papers. Includes: <ul style="list-style-type: none"> <li>• records documenting the establishment of the committee</li> <li>• reports</li> <li>• final versions of minutes</li> <li>• briefing and discussion papers</li> </ul>	Destroy 5 years after last action
Class no. 12266	Working papers documenting the conduct and administration of committees formed in support of the provision of property management services for properties or places with no national significance, and of committees formed to consider general matters or programs not related to properties or places.	Destroy when reference ceases

### Compliance

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12267	Records documenting compliance with internal or external standards relating to properties or places of national significance as defined in the application page.	Retain as national archives

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### **Compliance - Continued**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12268	Records documenting compliance with internal or external standards relating to other properties or places with no national significance.	Destroy 7 years after last action

### **Contracting out**

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

*For contact with external contractors, vendors or consultants not relating to contract management, use COMMONWEALTH PROPERTY MANAGEMENT – Liaison.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12269	Records documenting contract management relating to the Commonwealth property management function carried out on properties or places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>minutes of meetings with main stakeholders and contractors</li> <li>performance reports and evaluation results</li> </ul>	Retain as national archives
Class no. 12270	Records documenting contract management relating to the Commonwealth property management function carried out on properties or places with no national significance. Includes: <ul style="list-style-type: none"> <li>minutes of meetings with main stakeholders and contractors</li> <li>performance reports and evaluation results</li> </ul>	Destroy 7 years after completion or other termination of contract

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Government Liaison

The activities associated with maintaining regular general contact between the organisation and Government Departments, authorities and agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

*For liaison activities with non-government organisations, use COMMONWEALTH PROPERTY MANAGEMENT – Liaison.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12271	Records of correspondence and liaison activities undertaken with Government agencies, departments and authorities in relation to properties or places of national significance as defined in the application page. Includes collaboration on projects and the exchange of information.	Retain as national archives
Class no. 12272	Records of correspondence and liaison activities undertaken with Government agencies, departments and authorities in relation to properties or places with no national significance. Includes collaboration on projects and the exchange of information.	Destroy 3 years after last action

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### Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

*For inspections of facilities, equipment and items, to ensure compliance with agreed standards and objectives, use COMMONWEALTH PROPERTY MANAGEMENT – Inspections*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12275	Records documenting inspections of properties and places of national significance as defined in the application page. This also includes records documenting the existence of and exposure to hazardous materials in the course of an inspection.	Retain as national archives
Class no. 12276	Records documenting the 1984 survey of all Commonwealth buildings for asbestos.	Retain as national archives



## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### **Inspections - Continued**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

*For inspections of facilities, equipment and items, to ensure compliance with agreed standards and objectives, use COMMONWEALTH PROPERTY MANAGEMENT – Inspections*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12277	Records documenting inspections of properties and places of no national significance as defined in the application page undertaken to determine whether hazardous materials were used.	Destroy 100 years after last action or transfer copies to new owner after disposal of property
Class no. 12278	Records documenting inspections of properties and places with no national significance that do not contain references to the use of or exposure to hazardous materials.	Destroy 5 years after last action

### **Insurance**

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12280	Records documenting or containing insurance policies for all properties or places.	Destroy 7 years after policy expires
Class no. 12281	Records documenting the annual renewals of insurance policies for properties or places.	Destroy 2 years after action completed



## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12282	Records documenting the leasing of property (ie where the agency is the lessee). Includes: <ul style="list-style-type: none"> <li>• space and accommodation assessments</li> <li>• negotiations</li> <li>• cost-benefit analysis</li> <li>• assessments</li> <li>• signed leases</li> </ul>	Destroy 7 years after lease expires or is terminated
Class no. 12283	Records documenting the on-going management of leases where the agency is the lessee.	Destroy 7 years after lease expires or is terminated

### Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12284	Records documenting leasing-out arrangements (ie where the agency is the lessor), including leasing residential accommodation to individual employees. Includes: <ul style="list-style-type: none"> <li>• space and accommodation assessments</li> <li>• negotiations</li> <li>• cost-benefit analysis</li> <li>• assessments</li> <li>• signed leases</li> </ul>	Destroy 7 years after lease expires or is terminated

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### **Leasing-out - Continued**

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12285	Records documenting the on-going management of leases where the agency is the lessor.	Destroy 7 years after lease expires or is terminated

### **Legislation**

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12286	Records documenting the preparation and passage of legislation related to the Commonwealth property management through Parliament. Includes: <ul style="list-style-type: none"> <li>• preliminary drafting instructions</li> <li>• proposed bills</li> <li>• consultation with relevant stakeholders</li> <li>• preparation of the explanatory memorandum</li> <li>• second reading speech</li> </ul>	Retain as national archives
Class no. 12287	Working papers documenting the preparation and passage of legislation related to the Commonwealth property management through Parliament.	Destroy 3 years after legislation enacted

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### **Liaison**

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

*For records of liaison with government organisations, use COMMONWEALTH PROPERTY MANAGEMENT – Government Liaison.*

*For records documenting management of contracts, use COMMONWEALTH PROPERTY MANAGEMENT – Contracting out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12288	Records documenting liaison activities with clients and contractors in relation to properties or places of national significance as defined in the application page.	Retain as national archives
Class no. 12289	Records documenting liaison activities with clients and contractors in relation to properties or places with no national significance.	Destroy 3 years after last action
Class no. 12290	Records documenting liaison activities with stakeholders, and with professional associations, private sector organisations and community groups. Includes: <ul style="list-style-type: none"> <li>• collaboration on projects</li> <li>• exchange of information</li> <li>• all the activities of a member of an organisation</li> </ul>	Destroy 3 years after last action

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

*For records relating to the making of structural improvements to properties and their surrounds, use CAPITAL WORKS – Refurbishment.*

*For records relating to fitouts not concerning the making of structural improvements to properties and their surrounds, use CAPITAL WORKS – Site Fitouts.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12291	Records documenting major repairs and maintenance carried out on properties or places of national significance as defined in the application page including records of properties or places of national significance that include references to the use of hazardous materials. Includes: <ul style="list-style-type: none"> <li>• replacing windows which no longer perform to required standards</li> <li>• replacing or repairing a major airconditioning system</li> <li>• replacing or repairing the roof on a large scale</li> </ul>	Retain as national archives
Class no. 12292	Records documenting minor repairs and maintenance carried out on properties or places of national significance as defined in the application page including records of properties or places of national significance that include references to the use of hazardous materials. Includes: <ul style="list-style-type: none"> <li>• Replacing or fixing a door</li> <li>• Mending a hole in a wall</li> <li>• Replacing a light fitting</li> <li>• Replacing a water heater/conditioner in a kitchen</li> <li>• Replacing or repairing a couple of roof tiles</li> </ul>	Destroy 100 years after last action
Class no. 12293	Records documenting the removal and disposal of hazardous materials from all contaminated properties and places.	Destroy 100 years after last action
Class no. 12294	Records documenting repairs and maintenance carried out on properties or places with no national significance that do not include references to the use of or exposure to hazardous materials. Includes replacement of plant and equipment.	Destroy 7 years after last action

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### **Maintenance - Continued**

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

*For records relating to the making of structural improvements to properties and their surrounds, use CAPITAL WORKS – Refurbishment.*

*For records relating to fitouts not concerning the making of structural improvements to properties and their surrounds, use CAPITAL WORKS – Site Fitouts.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12295	Records documenting regular maintenance on building management systems or energy management systems.	Destroy 3 years after last action
Class no. 12296	Records documenting the removal of non-hazardous materials, including classified waste. Excludes removal of hazardous materials.	Destroy 2 years after action completed
Class no. 12297	Maintenance manuals, guides, test results, service log sheets, and instructions used in support of the maintenance of plant and equipment, including cooling water systems.	Destroy 15 years after plant or equipment decommissioned or no longer used
Class no. 12298	Records documenting routine upkeep, repair and maintenance activities such as cleaning, painting, pest control, grounds maintenance and electrical maintenance.	Destroy 2 years after action completed

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Marketing

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12299	Records documenting the marketing of Commonwealth property management services. Includes records covering arrangements for advertising campaigns and promotional photographs.	Destroy 3 years after last action

### Meetings

The activities associated with adhoc 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 records of committee meetings, use COMMONWEALTH PROPERTY MANAGEMENT – Committees.*

*For minutes of meetings related to contract management, use COMMONWEALTH PROPERTY MANAGEMENT – Contracting out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12300	Final version of minutes and supporting documents tabled at meetings held to support the Commonwealth property management function. Includes meetings with external agencies.	Destroy 7 years after action completed
Class no. 12301	Working papers documenting the conduct and administration of all meetings held to support the Commonwealth property management function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul>	Destroy when references ceases

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Planning

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12302	Final versions of plans for programs of property management for properties or places.	Destroy 20 years after last action
Class no. 12303	Working papers generated in creation of plans for programs of property management for properties and places.	Destroy when reference ceases
Class no. 12304	Records documenting planning processes for programs of work for agencies, eg maintenance programs. Includes working papers.	Destroy 10 years after action completed

### Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a references 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. 12305	Master set of policies relating to the Commonwealth property management function.	Retain as national archives
Class no. 12306	Records documenting the development and establishment of policies relating to the Commonwealth property management function. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> </ul>	Destroy 7 years after policy is superseded



## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### ***Policy- Continued***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12307	Working papers documenting the development of all Commonwealth property management policies. Includes comments made on the development of policies.	Destroy 2 years after promulgation of new policy
Class no. 12308	Copies of policy documents and supporting papers.	Destroy when references ceases

### ***Procedures***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 12309	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the Commonwealth property management function.	Destroy 7 years after procedures are superseded
Class no. 12310	Records documenting the development of procedures supporting the Commonwealth property management function.	Destroy 2 years after procedures are superseded
Class no. 12311	Copies of manuals, handbooks, directives etc.	Destroy when references ceases



## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### Property Acquisition

The process of gaining ownership or use of property and land for the Commonwealth by purchase or other forms of acquisition, including resumption of land.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12312	Deeds and certificates of title for all property or places owned by the Commonwealth.	Retain as national archives
Class no. 12313	Records documenting the acquisition of properties or places of national significance as defined in the application page, including compulsory acquisitions.	Retain as national archives
Class no. 12314	Records documenting the acquisition of properties or places with no national significance, including compulsory acquisitions.	Destroy 20 years after disposal of the property
Class no. 12315	Records documenting negotiations for properties or places, where the acquisition was not proceeded with.	Destroy 7 years after negotiations completed or decision made not to continue with the acquisition
Class no. 12316	Signed contracts under seal and supporting records for the acquisition of property or places in Western Australia when there is no tendering process.	Destroy 20 years after disposal of the property
Class no. 12317	Signed contracts under seal and supporting records for the acquisition of property or places in Victoria and South Australia when there is no tendering process.	Destroy 15 years after disposal of property

## COMMONWEALTH PROPERTY MANAGEMENT

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### **Property Acquisition - Continued**

The process of gaining ownership or use of property and land for the Commonwealth by purchase or other forms of acquisition, including resumption of land.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12318	Signed contracts under seal and supporting records for the acquisition of property or places in New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory when there is no tendering process.	Destroy 12 years after disposal of property
Class no. 12319	Signed simple contracts and agreements and supporting records when there is no tendering process.	Destroy 7 years after disposal of property

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### **Property Disposal**

The process of disposing of land or property owned by the Commonwealth by sale, transfer, termination of lease, auction or destruction.

*For records relating to the sale of major Government business assets, use ASSET SALES in RDA 2004/136572.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12320	Records documenting the disposal of properties or places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• assessments and investigations</li> <li>• sale negotiations</li> <li>• valuation certificates</li> <li>• details of preparation undertaken before disposal</li> </ul>	Retain as national archives

## COMMONWEALTH PROPERTY MANAGEMENT

The function of managing, including on a commercial basis, non-Defence-related properties and places owned by the Commonwealth within Australia, or leased by the Commonwealth. Includes managing and monitoring contract performance against cost and service standards relating to those properties, acquiring, selling, transferring, divesting or otherwise disposing of properties owned by the Commonwealth, implementing commercial leasing arrangements for all users of Commonwealth property, developing and implementing property management strategies and refining commercial arrangements for Commonwealth office buildings. Also includes matters relating to the development and application of the Commonwealth property framework, the Commonwealth construction procurement policy and matters relating to the administration of the legislation such as Public Works Act 1969.

*For disposal of major business assets such as Telstra, use ASSET SALES in RDA 2004/136572.*

*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### **Property Disposal - Continued**

The process of disposing of land or property owned by the Commonwealth by sale, transfer, termination of lease, auction or destruction.

*For records relating to the sale of major Government business assets, use ASSET SALES in RDA 2004/136572.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12321	Records documenting the disposal of all properties or places with no national significance. Includes <ul style="list-style-type: none"> <li>• assessments and investigations</li> <li>• sale negotiations</li> <li>• valuation certificates</li> <li>• details of preparation undertaken before disposal</li> </ul>	Destroy 7 years after last action
Class no. 12322	Signed contracts under seal and related records for the disposal of Commonwealth property or places in Western Australia when there is no tendering process.	Destroy 20 years after completion or other termination of contract
Class no. 12323	Signed contracts under seal and related records for the disposal of Commonwealth property or places in Victoria and South Australia when there is no tendering process.	Destroy 15 years after completion or other termination of contract
Class no. 12324	Signed contracts under seal and related records documenting records for the disposal of Commonwealth property or places in New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory when there is no tendering process.	Destroy 12 years after completion or other termination of contract
Class no. 12325	Signed simple contracts and agreements and supporting records when there is no tendering process.	Destroy 7 years after disposal of property

## COMMONWEALTH PROPERTY MANAGEMENT

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*For management of Defence properties, use Defence authorities.*

### Property Registration

The activities involved in recording all properties and land owned by the Commonwealth.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12326	Register of Commonwealth owned property.	Retain as national archives

### 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 inspection reports, use COMMONWEALTH PROPERTY MANAGEMENT – Inspections.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12327	Final versions of formal internal reports and reports made to external agencies on properties or places of national significance as defined in the application page including those that include references to the use of hazardous materials.	Retain as national archives
Class no. 12328	Final versions of formal internal reports and reports made to external agencies on properties and places with no national significance that contain references to the use of or exposure to hazardous materials.	Destroy 100 years after last action
Class no. 12329	Final versions of formal internal reports and reports made to external agencies relating to properties or places with no national significance that do not contain references to the use of or exposure to hazardous materials. Includes reports based on the Commonwealth Property Principles.	Destroy 10 years after action completed

## COMMONWEALTH PROPERTY MANAGEMENT

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*For the design, construction, refurbishment and fitouts, use CAPITAL WORKS.*

*For management of Defence properties, use Defence authorities.*

### 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.

*For inspection reports, use COMMONWEALTH PROPERTY MANAGEMENT – Inspections.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12330	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the Commonwealth property management function.	Destroy 3 years after last action
Class no. 12331	Reports documenting property surveys requested by the agency such as fire and security surveys.	Destroy 2 years after action completed
Class no. 12332	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
Class no. 12333	Copies of property management reports.	Destroy when references ceases

### Reviewing

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12334	Records documenting reviews of agency programs and operations in relation to the Commonwealth property management function. Includes working papers.	Destroy 5 years after action completed

## COMMONWEALTH PROPERTY MANAGEMENT

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### **Risk Management**

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12335	Records documenting risk management including each stage of the process, risk assessments, treatment schedules and action plans.	Destroy 7 years after next risk assessment
Class no. 12336	Property management risk register.	Destroy 7 years after last entry

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### **Standards**

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

*For records documenting compliance with mandatory or optional standards, use COMMONWEALTH PROPERTY MANAGEMENT – Compliance.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 12337	Records documenting the implementation of standards, such as the Building Code of Australia.	Destroy 7 years after action completed

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## COMMONWEALTH PROPERTY MANAGEMENT

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*For management of Defence properties, use Defence authorities.*

### 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. 12338	Primary records documenting the tender processes relating to properties and places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• recommendations</li> <li>• evaluation documentation</li> <li>• signed contracts</li> </ul>	Retain as national archives
Class no. 12339	Secondary records documenting the tender processes relating to properties and places of national significance as defined in the application page. Includes: <ul style="list-style-type: none"> <li>• requests for proposals</li> <li>• public notices</li> <li>• requests for tender</li> <li>• draft contracts</li> <li>• expressions of interest</li> </ul>	Destroy 20 years after last action
Class no. 12340	Records documenting the tender processes relation to properties or places with no national significance excluding signed contracts. Includes: <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• expressions of interest</li> <li>• evaluation reports</li> <li>• recommendations</li> <li>• supporting records</li> </ul>	Destroy 7 years after tender process completed
Class no. 12341	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 3 years after tender process completed or decision made not to continue with the tender



## COMMONWEALTH PROPERTY MANAGEMENT

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*For management of Defence properties, use Defence authorities.*

### ***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. 12342	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
Class no. 12343	Tender register.	Destroy 7 years after last entry
Class no. 12344	Signed contracts relating to properties and places with no national significance.	Destroy 20 years after completion or other termination of contract
Class no. 12345	Contract register.	Destroy 7 years after last entry
Class no. 12346	Working papers such as drafts, copies of tendering records, and notes kept for reference purposes relating to the property management tendering.	Destroy when reference ceases