



Australian Government

National Archives of Australia

Records Authority

**Department of Finance and
Administration**

16 May 2007

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INTRODUCTION

The Department of Finance and Administration (DOFA) and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for the key functions of Whole of Government Information Management Policy and Guidance, and Whole of Government Information and Services Facilitation. It represents a significant commitment on behalf of DOFA to understand, create and manage the records of its activities.

This Authority uses a classification scheme based on an analysis of the business of the agency. It takes into account DOFA's legal and organisational recordkeeping requirements, and the interests of stakeholders of both DOFA and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document these functions.

Section 24 of the Archives Act 1983 refers to

- the destruction or other disposal of a Commonwealth record
- the transfer of the custody or ownership of a Commonwealth record
- damage to or alteration of a Commonwealth record.

According to the Act, these things should not occur unless the action of disposal is positively required by law, or takes place with the permission of the National Archives or in accordance with a normal administrative practice.

This Authority gives DOFA the permission, required under the Archives Act, for the disposal of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that other classes of records need to be kept. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

AUTHORISATION**RECORDS AUTHORITY**

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

The Secretary
Department of Finance and
Administration
John Gorton Building
PARKES ACT 2600

Purpose:

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

Application:

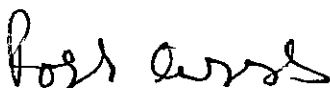
All records for the functions of Whole of Government
Information Management Policy and Guidance, and Whole of
Government Information and Services Facilitation

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

Date of issue:

16 May 2007



Ross Gibbs
Director-General
National Archives of Australia

APPLICATION OF THIS AUTHORITY

1. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to most Commonwealth agencies.
2. 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 sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
3. Where the method of recording information changes (for example from a manual 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 this Authority. The Department of Finance and Administration (DOFA) will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
4. In general, retention requirements indicate a minimum period for retention. DOFA may extend minimum retention periods if it considers that there is an administrative need to do so. Where DOFA believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
5. 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 Authority, please contact the National Archives.
6. Records in the care of DOFA should be appropriately stored and preserved. DOFA needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
7. Appropriate arrangements should 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.
8. Advice on how to use this Authority is available from DOFA's records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this Authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

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

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

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Accreditation

The activities associated with giving formal recognition to an organisation, body or person that has met pre-determined requirements for carrying out a specific task. Includes setting the criteria for accreditation, providing guidance, and conducting evaluations against the set criteria.

For monitoring compliance for Public Key Infrastructure across the whole of government use WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE – Compliance Monitoring.

Entry	Description of Records	Disposal Action
Class no. 15492	Register of accreditation of Australian Government agencies for Public Key Infrastructure. (Date range: 1995 -)	Retain as national archives
<i>For final versions of accreditation certificates use Whole of Government Information Management and Policy - Agreements</i>		
Class no. 15493	Records documenting the accreditation of an organisation, agency or person. Includes the development of evaluation criteria, guidance, evaluation documents, copy of any accreditation approval, re-accreditation and cancellation of accreditation. (Date range: 1995 -)	Destroy 3 years after accreditation lapses
Class no. 15494	Working papers documenting the accreditation of an organisation, agency or person. (Date range: 1995 -)	Destroy when reference ceases

Addresses (presentations)

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

Entry	Description of Records	Disposal Action
Class no. 15495	Final version of addresses delivered by the Minister or senior officers in the promotion of the agency's services or products relating to the function of whole of government information management policy and guidance. (Date range: 1995 -)	Retain as national archives

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Addresses (presentations) - Continued

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

Entry	Description of Records	Disposal Action
Class no. 15496	Final version of other addresses delivered in the promotion of the agency's services or products relating to the function of whole of government information management policy and guidance. (Date range: 1995 -)	Destroy 3 years after action completed
Class no. 15497	Working papers documenting the development of addresses, including drafts. (Date range: 1995 -)	Destroy when reference ceases

Advice

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

Entry	Description of Records	Disposal Action
Class no. 15498	Advice provided by the agency on significant issues relating to the function of whole of government information management policy and guidance. Includes; <ul style="list-style-type: none"> • advice provided in the form of briefing notes (includes background briefs and Question Time briefs); • advice to the Minister and Parliament; • advice to other organisations or the public. (Date range: 1995 -)	Retain as national archives
Class no. 15499	Advice provided by the agency on other issues relating to the function of whole of government information management policy and guidance. Includes; <ul style="list-style-type: none"> • advice provided in the form of briefing notes (includes background briefs and Question Time briefs); • advice to the Minister and Parliament; • advice to other organisations or the public. (Date range: 1995 -)	Destroy 5 years after action completed

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Advice - Continued

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

Class no.	Working papers supporting advice provided by the agency relating to whole of government information management policy and guidance. (Date range: 1995 -)	Destroy when reference ceases
15500		

Agreements

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no.	Final version of accreditation certificates. (Date range: 1995 -)	Destroy 20 years after certificate expires
15501		
Class no.	Final version of agreements, including memoranda of understanding. (Date range: 1995 -)	Destroy 15 years after the agreement ceases or is otherwise terminated
15502		
Class no.	Records documenting negotiations, establishment, maintenance and review of agreements. (Date range: 1995 -)	Destroy 10 years after the agreement ceases or is otherwise terminated
15503		

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

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Committees

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

For audit committees use STRATEGIC MANAGEMENT - Committees

Entry	Description of Records	Disposal Action
Class no. 15504	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees and working groups where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. (Date range: 1995 -)	Retain as national archives
Class no. 15505	Records of other external inter-agency committees or working groups. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. (Date range: 1995 -)	Destroy 5 years after action completed
Class no. 15506	Working papers documenting the administrative arrangements made for the conduct of external high level committees and working groups. (Date range: 1995 -)	Destroy 5 years after action completed
Class no. 15507	Working papers documenting the administrative arrangements made for the conduct of other external committees and working groups. (Date range: 1995 -)	Destroy when reference ceases

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Compliance Monitoring

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

For standard setting and development use WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE - Standards Development and Setting.

Entry	Description of Records	Disposal Action
Class no. 15508	Records documenting activities to monitor compliance. Includes Public Key Infrastructure. (Date range: 1995 -)	Destroy 20 years after agreement or certificate expires

Conferences

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

Entry	Description of Records	Disposal Action
Class no. 15509	Records documenting reports of attendance at conferences. Includes documentation provided as part of registration and attendance at conference. (Date range: 1995 -)	Destroy 1 year after conference is held

Contract Management

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

Entry	Description of Records	Disposal Action
Class no. 15510	Records documenting contract management relating to the whole of government information management policy and guidance function. (Date range: 1995 -)	Destroy 7 years after contract ceases or is otherwise terminated

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Enquiries

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

Entry	Description of Records	Disposal Action
Class no. 15511	Records documenting the handling of enquiries received in relation to the whole of government information management policy and guidance function. (Date range: 1995 -)	Destroy 10 years after action completed

Evaluation

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

Entry	Description of Records	Disposal Action
Class no. 15512	Records documenting the evaluation processes undertaken in support of the whole of government information management policy and guidance function. (Date range: 1995 -)	Destroy 7 years after evaluation is completed

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 with non government organisations use WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE – Liaison.

Entry	Description of Records	Disposal Action
Class no. 15513	Records documenting liaison activities undertaken with government agencies. Includes liaison with State, Territory and Local Government organisations. (Date range: 1995 -)	Destroy 5 years after action completed

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

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Implementation

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

Entry	Description of Records	Disposal Action
Class no. 15514	Records documenting the implementation of plans, policies, procedures and instructions to support the whole of government information management policy and guidance function. (Date range: 1995 -)	Destroy 7 years after last action

Joint ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
Class no. 15515	Records documenting the collaborative efforts undertaken with State and Territory governments and other stakeholders. Includes working papers. (Date range: 1995 -)	Destroy 10 years after last action

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

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 with government organisations use WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE - Government Liaison

Entry	Description of Records	Disposal Action
Class no. 15516	Records documenting liaison activities undertaken with private sector organisations. Includes liaison with professional organisations. (Date range: 1995 -)	Destroy 5 years after action completed

Meetings

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

Entry	Description of Records	Disposal Action
Class no. 15517	Final version of minutes and supporting documents tabled at meetings to support the whole of government information management policy and guidance function. (Date range: 1995 -)	Destroy 3 years after last action
Class no. 15518	Working papers documenting the conduct and administration of meetings held to support the whole of government information management policy and guidance function. Includes agenda notices of meetings and draft minutes. (Date range: 1995 -)	Destroy 3 years after last action

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Planning

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 15519	Final version of business and other plans formulated to support the function of whole of government information management policy and guidance. (Date range: 1995 -)	Destroy 2 years after plan is superseded
Class no. 15520	Copies of plans and working papers documenting the development of all plans. (Date range: 1995 -)	Destroy when reference ceases

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 15521	Records documenting the development and establishment of whole of government policies and strategies relating to the function of whole of government information management policy and guidance. (Date range: 1995 -)	Retain as national archives
Class no. 15522	Records documenting the development of general policies and strategies relating to the function of whole of government information management policy and guidance. (Date range: 1995 -)	Destroy 7 years after policy is superseded
Class no. 15523	Copies of policy documents and supporting papers. (Date range: 1995 -)	Destroy when reference ceases

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 15524	Master set of manuals, handbooks, directives etc detailing procedures supporting the whole of government information management policy and guidance function. (Date range: 1995 -)	Destroy 7 years after procedures are superseded
Class no. 15525	Records documenting the development of procedures supporting the whole of government information management policy and guidance function. (Date range: 1995 -)	Destroy 7 years after procedures are superseded
Class no. 15526	Copies of manuals, handbooks, directives etc. (Date range: 1995 -)	Destroy when reference ceases

Public Key Infrastructure Compliance

The activities associated with recognising the authority and capacity of an organisation or agency, either domestically or internationally, to impose, manage and enforce appropriate standards and trust processes in relation to Public Key Infrastructure (PKI) schemes such as Gatekeeper. Includes providing guidance, and setting the criteria for cross recognition.

For the accreditation of organisations or agencies across the whole of government, use WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE - Accreditation.

Entry	Description of Records	Disposal Action
Class no. 15527	Final version of cross recognition agreements, including bilateral agreements between the Australian Government and foreign governments. (Date range: 1995 -)	Destroy 20 years after agreement ceases or is otherwise terminated
Class no. 15528	Records relating to the development of cross recognition agreements. Includes working papers. (Date range: 1995 -)	Destroy 7 years after the cross recognition agreement has ceased

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Research

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

Entry	Description of Records	Disposal Action
Class no. 15529	Records documenting major research relating to the function of whole of government information management policy and guidance. (Date range: 1995 -)	Destroy 10 years after last action
Class no. 15530	Records documenting all other research relating to the function of whole of government information management policy and guidance. (Date range: 1995 -)	Destroy 5 years after last action
Class no. 15531	Working papers supporting research relating to the function of whole of government information management policy and guidance. (Date range: 1995 -)	Destroy when reference ceases

Reviewing

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

Entry	Description of Records	Disposal Action
Class no. 15532	Records documenting reviews of programs and operations supporting the whole of government information management policy and guidance function. Includes working papers. (Date range: 1995 -)	Destroy 3 years after review is undertaken

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 15533	Records documenting risk management relating to the function of whole of government information management policy and guidance. Includes each stage of the process, risk assessments. (Date range: 1995-)	Destroy 7 years after next risk assessment
Class no. 15534	Risk register. (Date range: 1995-)	Destroy when next assessment is undertaken

Standards

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

For the creation and setting of standards use WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE - Standards Development and Setting.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 15535	Records documenting the implementation of industry and agency standards to support the whole of government information management policy and guidance function. (Date range: 1995-)	Destroy 10 years after standard is superseded

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

Standards Development and Setting

The process of developing and setting benchmarks for services and processes to enhance the quality and efficiency of the government's online services.

For use of standards within the organisation use WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE – Standards.

Entry	Description of Records	Disposal Action
Class no. 15536	Records documenting the development and setting of standards to support the whole of government information management policy and guidance function. (Date range: 1995-) <i>For the monitoring of compliance use WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE - Compliance Monitoring.</i>	Destroy 10 years after standard is superseded

Tendering

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

Entry	Description of Records	Disposal Action
Class no. 15537	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation reports, recommendations, final reports and public notices. (Date range: 1995-)	Destroy 7 years after tender process completed
Class no. 15538	Records documenting post-offer negotiations and due diligence checks. (Date range: 1995-)	Destroy 7 years after tender process completed
Class no. 15539	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expressions of Interest (EOI), Request for Tender (RFT) and draft contracts. (Date range: 1995-)	Destroy 7 years after tender process completed
Class no. 15543	Tender Register. (Date range: 1995-)	Destroy 7 years after last entry

WHOLE OF GOVERNMENT INFORMATION MANAGEMENT POLICY AND GUIDANCE

The function of developing and promoting whole of government Information and Communications Technology (ICT) management policies to inform the design and implementation of government programs. Includes the provision of assistance, guidance and better practice advice to agencies applying ICT to government operations; and fosters the efficient and effective use of ICT by Australian Government departments and agencies. Also includes working with government and other bodies at the local, state, national and international level to develop and maintain Australia's position as a world leader in e-government.

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.

Class no. 15550	Contract Register. (Date range: 1995-)	Destroy 7 years after entry
Class no. 15552	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1995-)	Destroy 7 years after expiry or other termination of contract
Class no. 15553	Records of unsuccessful tenders or a tender process where there is no successful bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1995-)	Destroy 3 years after tender process completed or decision made not to continue with the tender
Class no. 15555	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1995-)	Destroy 20 years after completion or other termination of contract
Class no. 15556	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1995-)	Destroy 15 years after completion or other termination of contract
Class no. 15557	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1995-)	Destroy 12 years after completion or other termination of contract

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Addresses (presentations)

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

Entry	Description of Records	Disposal Action
Class no. 15595	Final version of addresses delivered by the Minister or senior officers in the promotion of the agency's services or products relating to the function of whole of government information and services facilitation. (Date range: 1990 -)	Retain as national archives
Class no. 15596	Final version of other addresses delivered in the promotion of the agency's services or products relating to the function of whole of government information and services facilitation. (Date range: 1990 -)	Destroy 3 years after action completed
Class no. 15597	Working papers documenting the development of addresses, including drafts. (Date range: 1990 -)	Destroy when reference ceases

Advice

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

Entry	Description of Records	Disposal Action
Class no. 15598	Advice provided by the agency on significant issues relating to the function of whole of government information and services facilitation. Includes; <ul style="list-style-type: none"> • advice provided in the form of briefing notes (includes background briefs and Question Time briefs); • advice to the Minister and Parliament; • advice to other organisations or the public. (Date range: 1990 -)	Retain as national archives
Class no. 15599	Advice provided by the agency on all other issues relating to the function of whole of government information and services facilitation. Includes; <ul style="list-style-type: none"> • advice provided in the form of briefing notes (includes background briefs and Question Time briefs); • advice to the Minister and Parliament; • advice to other organisations or the public. (Date range: 1990 -)	Destroy 5 years after action completed

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Advice - Continued

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

Entry	Description of Records	Disposal Action
Class no. 15600	Records documenting advice provided on emerging technology issues. (Date range: 1990 -)	Destroy 3 years after issue has been raised
Class no. 15601	Working papers documenting the development of advice. (Date range: 1990 -)	Destroy when reference ceases

Agreements

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

Entry	Description of Records	Disposal Action
Class no. 15602	Final version of agreements. Includes Memoranda of Understanding. (Date range: 1990 -)	Retain as national archives
Class no. 15603	Records relating to the negotiations, establishment, maintenance and review of agreements. (Date range: 1990 -)	Destroy 5 years after agreement ceases or is otherwise terminated
Class no. 15604	Working papers supporting the development of agreements. (Date range: 1990 -)	Destroy when reference ceases

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Committees

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

For audit committees use STRATEGIC MANAGEMENT - Committees

Entry	Description of Records	Disposal Action
Class no. 15605	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees and working groups where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. (Date range: 1990 -)	Retain as national archives
Class no. 15606	Records of other external or inter-agency committees or working groups. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. (Date range: 1990 -)	Destroy 5 years after last action
Class no. 15607	Working papers documenting the administrative arrangements made for the conduct of external high level committees and working groups. (Date range: 1990 -)	Destroy 5 years after last action
Class no. 15608	Working papers documenting the administrative arrangements made for the conduct of other external or inter-agency committees and working groups. (Date range: 1990 -)	Destroy when reference ceases

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Conferences

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

Entry	Description of Records	Disposal Action
Class no. 15609	Records documenting reports of attendance at conferences. Includes documentation provided as part of registration and attendance at conference. (Date range: 1990 -)	Destroy 1 year after conference is held

Contract Management

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

Entry	Description of Records	Disposal Action
Class no. 15610	Records documenting contract management relating to the whole of government information and services facilities function. (Date range: 1990 -)	Destroy 7 years after contract ceases or is otherwise terminated

Customer Service

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

Entry	Description of Records	Disposal Action
Class no. 15611	Records documenting the development and undertaking of surveys and the results of surveys of customers. (Date range: 1990 -)	Destroy 20 years after the survey is undertaken
Class no. 15612	Records documenting development of customer service charters. (Date range: 1990 -)	Destroy 5 years after the charter is superseded
Class no. 15613	Working papers supporting the development of customer service charters. (Date range: 1990 -)	Destroy when reference ceases

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Distribution

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

Entry	Description of Records	Disposal Action
Class no. 15614	Records documenting the internal and external distribution of correspondence and other information items. Includes distribution, address and packing lists, and advice on changes of location. (Date range: 1990 -)	Destroy 2 years after last action

Domain Administration

The activity of managing the operation of the government domain .gov.au, reserved for use by federal, state, territory and local government bodies. Includes the issuing of domain names and ensuring that whole of government web sites operate in a secure, robust and consistent environment.

For management of whole of government web sites use WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION - Website Management.

Entry	Description of Records	Disposal Action
Class no. 15615	Register of domain names. (Date range: 1990 -)	Retain as national archives
Class no. 15616	Records documenting the management and administration of government domain services. Includes domain name requests. (Date range: 1990 -)	Retain as national archives

Enquiries

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

Entry	Description of Records	Disposal Action
Class no. 15617	Records documenting the handling of enquiries received in relation to the whole of government information and services facilitation function. (Date range: 1990 -)	Destroy 3 years after last action

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Evaluation

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

Entry	Description of Records	Disposal Action
Class no. 15618	Records documenting the evaluation processes undertaken in support of the whole of government information and services facilitation function. (Date range: 1990 -)	Destroy 7 years after evaluation is completed

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 with non government organisations use WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION - Liaison

Entry	Description of Records	Disposal Action
Class no. 15619	Records documenting liaison activities undertaken with government agencies to support the function of whole of government information and services facilitation. Includes liaison with State, Territory and Local Government organisations. (Date range: 1990 -)	Destroy 5 years after action completed

Implementation

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

Entry	Description of Records	Disposal Action
Class no. 15620	Records documenting the implementation of plans, policies, procedures and instructions to support the whole of government information and services facilitation function. (Date range: 1990 -)	Destroy 7 years after last action

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

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 with government organisations use WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION - Government Liaison

Entry	Description of Records	Disposal Action
Class no. 15621	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and the exchange of information. (Date range: 1990 -)	Destroy 5 years after action completed

Meetings

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

Entry	Description of Records	Disposal Action
Class no. 15622	Final version of minutes and supporting documents tabled at meetings to support the whole of government information and services facilitation function. (Date range: 1990 -)	Destroy 3 years after last action
Class no. 15623	Working papers documenting the conduct and administration of meetings held to support the whole of government information and services facilitation function. Includes agenda, notices of meetings and draft minutes. (Date range: 1990 -)	Destroy 3 years after last action

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Planning

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

Entry	Description of Records	Disposal Action
Class no. 15624	Final version of business and work plans formulated to support the function of whole of government information and services facilitation. (Date range: 1990 -)	Destroy 2 years after plan is superseded
Class no. 15625	Copies of plans and working papers documenting the development of all plans. Includes forward work plans and schedules. (Date range: 1990 -)	Destroy when reference ceases

Policy

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

Entry	Description of Records	Disposal Action
Class no. 15626	Records documenting the development and establishment of whole of government policies and strategies relating to the function of whole of government information and services facilitation. (Date range: 1990 -)	Retain as national archives
Class no. 15627	Records documenting the development of general policies and strategies relating to the function of whole of government information and services facilitation. Includes working papers. (Date range: 1990 -)	Destroy 7 years after policy is superseded
Class no. 15628	Copies of policy documents and supporting papers. (Date range: 1990 -)	Destroy when reference ceases

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Procedures

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

Entry	Description of Records	Disposal Action
Class no. 15629	Master set of manuals, handbooks, directives etc detailing procedures supporting the whole of government information and services facilitation function. (Date range: 1990 -)	Destroy 7 years after procedures are superseded
Class no. 15631	Records documenting the development of procedures supporting the whole of government information and services facilitation function. (Date range: 1990 -)	Destroy 7 years after procedures are superseded
Class no. 15632	Copies of manuals, handbooks, directives etc. (Date range: 1990 -)	Destroy when reference ceases

Reporting

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

Entry	Description of Records	Disposal Action
Class no. 15633	Final version of internal formal reports and reports made to external agencies relating to the function of whole of government information and services facilitation. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1990 -)	Destroy 10 years after report is issued
Class no. 15634	Final version of periodic internal reports relating to the function of whole of government information and services facilitation. (Date range: 1990 -)	Destroy 5 years after report is issued
Class no. 15635	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1990 -)	Destroy when reference ceases

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

Research

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

Entry	Description of Records	Disposal Action
Class no. 15636	Records documenting research on major issues relating to the function of whole of government information and services facilitation. (Date range: 1990 -)	Destroy 10 years after action completed
Class no. 15637	Records documenting all other research relating to the function of whole of government information and services facilitation. (Date range: 1990 -)	Destroy 5 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.

Entry	Description of Records	Disposal Action
Class no. 15638	Records documenting reviews of programs and operations supporting the whole of government information and services facilitation function. Includes working papers. (Date range: 1990 -)	Destroy 3 years after review is undertaken

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

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.

Entry	Description of Records	Disposal Action
Class no. 15639	Records documenting risk management relating to the function of whole of government information and services facilitation. Includes each stage of the process, risk assessments, treatment schedules and action plans. (Date range: 1990 -)	Destroy 7 years after next risk assessment
Class no. 15640	Risk register. (Date range: 1990 -)	Destroy when next assessment is undertaken

Standards

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

For the creation and setting of standards use WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION - Standards Development and Setting

Entry	Description of Records	Disposal Action
Class no. 15641	Records documenting the implementation of industry and agency standards to support the whole of government information and services facilitation function. (Date range: 1990 -)	Destroy 10 years after standard is superseded

Standards Development and Setting

The process of developing and setting benchmarks for services and processes to enhance the quality and efficiency of the government's online services.

For use of standards within the organisation use WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION – Standards.

Entry	Description of Records	Disposal Action
Class no. 15642	Records documenting the development and setting of standards to support the function of whole of government information and services facilitation. Includes minimum website standards for use by government agencies and common online standards such as AS5044-AGLS Metadata and XML (eXtensible Markup Language). (Date range: 1990 -)	Destroy 10 years after standard is superseded

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 15643	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation reports, recommendations, final reports and public notices. (Date range: 1990 -)	Destroy 7 years after tender process completed
Class no. 15644	Records documenting post-offer negotiations and due diligence checks. (Date range: 1990 -)	Destroy 7 years after tender process completed
Class no. 15645	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expressions of Interest (EOI), Request for Tender (RFT) and draft contracts. (Date range: 1990 -)	Destroy 7 years after tender process completed
Class no. 15646	Contract register. (Date range: 1990 -)	Destroy 7 years after last entry
Class no. 15647	Tender Register. (Date range: 1990 -)	Destroy 7 years after last entry
Class no. 15648	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1990 -)	Destroy 7 years after expiry or other termination of contract
Class no. 15649	Records of unsuccessful tenders or a tender process where there is no successful bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1990 -)	Destroy 3 years after tender process completed or decision made not to continue with the tender
Class no. 15650	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1990 -)	Destroy 20 years after completion or other termination of contract

WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION

The function of facilitating and providing access to government information and services. Includes access through online services, directory services, government domain administration, promotion of information and technical interoperability. Also includes development and management of Whole of Government web sites and directories.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 15651	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1990 -)	Destroy 15 years after completion or other termination of contract
Class no. 15652	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1990 -)	Destroy 12 years after completion or other termination of contract

Website Management

The activity of developing and managing the day-to-day operations of whole of government websites. Includes website application development and website security.

For activities relating to domain management use WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION - Domain Administration.

For creation of procedures for operating websites use WHOLE OF GOVERNMENT INFORMATION AND SERVICES FACILITATION – Procedures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 15653	Records documenting the management of whole of government websites managed by the agency. (Date range: 1990 -)	Destroy 5 years after last action
