



**Australian Government**

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**National Archives of Australia**

Records Authority

**National Blood Authority**

Job number: 2006/00374066

August 2007

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## INTRODUCTION

The National Blood Authority (NBA) and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for all five functions of the agency. It represents a significant commitment on behalf of the NBA 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 the NBA's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the NBA and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document these functions.

This Authority gives the NBA 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.

The NBA can use the following tools to dispose of their records:

- this Records Authority covering NBA's agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), that covers functions and records common to every Commonwealth agency; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

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](http://www.naa.gov.au) or by contacting the Agency Service Centre at [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au) or (02) 6212 3610.

**AUTHORISATION  
RECORDS AUTHORITY**

<b>Person to whom notice of authorisation is given:</b>	Deputy General Manager National Blood Authority Locked Bag 8430 Canberra ACT 2601
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<b>Purpose:</b>	AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983
<b>Application:</b>	All functional records

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

<b>Authorising Officer</b>	<b>Date of issue:</b>
 Ross Gibbs Director-General National Archives of Australia	2/8/07. <hr/>

## **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 National Blood Authority (NBA) 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. The NBA may extend minimum retention periods if it considers that there is an administrative need to do so. Where the NBA 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 the NBA should be appropriately stored and preserved. The NBA 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 the NBA'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](mailto:recordkeeping@naa.gov.au)  
Website: [www.naa.gov.au](http://www.naa.gov.au)



## BLOOD PROCUREMENT MANAGEMENT

The function of managing the national procurement of blood, blood products and services. Includes the tendering for products and services, the negotiation, establishment and review of procurement contracts, management of contracts including the handling of complaints, and the assessment of submissions from suppliers.

For planning and managing the national supply of blood products, use SUPPLY PLANNING AND MANAGEMENT.

For the supply of blood products and services to ensure the efficiency of supply, where there is no tendering or contracting-out process, use SUPPLY PLANNING AND MANAGEMENT - Acquisition

### 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. 13044	Records documenting the development of addresses relating to the blood procurement management function presented by agency officers.  Includes final versions and working papers such as drafts and research papers.	Destroy 3 years after last action

### Advice

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

Entry	Description of records	Disposal action
Class no. 13045	Records relating to the receipt and provision of advice to the Minister, jurisdictional committees, stakeholders and government agencies on significant blood procurement management issues that are controversial or have far reaching social, health, economic or national implications.	Retain as national archives
Class no. 13046	Records relating to the receipt and provision of advice to the Minister, jurisdictional committees, stakeholders and government agencies on matters of lesser importance relating to blood procurement management issues which are not controversial or do not have far reaching social, health, economic or national implications.	Destroy 10 years after last action

### Agreements

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

Entry	Description of records	Disposal action
Class no. 13047	Records documenting agreements with suppliers of blood, blood products and services. Includes final versions of agreements and records documenting the negotiation, establishment, maintenance and review of agreements	Destroy 80 years after the expiry of the contract

## BLOOD PROCUREMENT MANAGEMENT

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### Audit

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

Entry	Description of records	Disposal action
Class no. 13048	Final internal and external audit reports that do not result in significant changes to agency policies, procedures or practices.	Destroy 7 years after last action
Class no. 13049	Records documenting the planning and conduct of internal and external audits relating to the blood procurement management function. Includes: <ul style="list-style-type: none"> <li>• liaising with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments</li> </ul>	Destroy 3 years after last action
Class no. 14238	Final internal and external audit reports that result in significant changes to agency policies, procedures or practices.	Destroy 10 years after last action.

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### Contracting-out

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

Entry	Description of records	Disposal action
Class no. 13050	Records documenting the management of contracts relating to the blood procurement management function. Includes: <ul style="list-style-type: none"> <li>• contract management plan</li> <li>• checklists</li> <li>• timetables of action</li> <li>• working copies of the contract schedules</li> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports</li> <li>• management of contract complaints</li> <li>• ad hoc reports, as requested</li> </ul>	Destroy 50 years after completion or other termination of contract

### Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Entry	Description of records	Disposal action
Class no. 14221	Control records associated with the contract management system relating to the blood procurement management function. Includes electronic registers and indexes.	Destroy 7 years after last action.

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### Incident Management

The activities associated with managing actual or potential crises or issues that could impact on the availability of blood and blood products and services, or reflect poorly on the agency. Includes the management of emergency simulations.

For master set of media releases see AFDA COMMUNITY RELATIONS - Media Relations

Entry	Description of records	Disposal action
Class no. 13052	Records documenting the response and management of an incident relating to the blood procurement management function that is controversial, has far reaching social or health implications, or results in major changes to policy or procedures  Includes: <ul style="list-style-type: none"> <li>• notifications</li> <li>• meeting notes</li> <li>• all communications regarding incident crisis management plan</li> <li>• intelligence/information regarding incident</li> <li>• draft media releases</li> <li>• briefings</li> </ul>	Retain as national archives
Class no. 13053	Records documenting the response and management of an incident relating to the blood procurement management function that is not controversial, has no major impact on social or health issues and does not result in major changes to policy or procedures.  Includes: <ul style="list-style-type: none"> <li>• notifications</li> <li>• meeting notes</li> <li>• all communications regarding incident crisis management plan</li> <li>• intelligence/information regarding incident</li> <li>• draft media releases</li> <li>• briefings</li> </ul>	Destroy 5 years after last action

## BLOOD PROCUREMENT MANAGEMENT

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For the supply of blood products and services to ensure the efficiency of supply, where there is no tendering or contracting-out process, use SUPPLY PLANNING AND MANAGEMENT - Acquisition

### Incident Management - Continued

Entry	Description of records	Disposal action
Class no. 13054	Records documenting the agency's management of incident simulation exercises relating to the blood procurement management function.  Includes: <ul style="list-style-type: none"> <li>• correspondence with participants</li> <li>• simulation plan</li> <li>• debriefing report</li> <li>• recommendations</li> <li>• findings report</li> </ul>	Destroy 3 years after next simulation exercise

### 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. 13055	Records documenting meetings relating to the blood procurement management function.  Includes: <ul style="list-style-type: none"> <li>• minutes of meeting</li> <li>• agenda</li> <li>• reports</li> </ul>	Destroy 7 years after last action
Class no. 13056	Records documenting administrative arrangements for meetings.  Includes: <ul style="list-style-type: none"> <li>• venue bookings</li> <li>• equipment and facilities bookings</li> <li>• meeting notices</li> <li>• catering arrangements</li> <li>• arrangements for speakers</li> <li>• invitations and associated responses</li> </ul>	Destroy 3 years after last action

## BLOOD PROCUREMENT MANAGEMENT

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### Planning

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

Entry	Description of records	Disposal action
Class no. 14191	Final versions of plans relating to the blood procurement management function.	Destroy 7 years after last action.
Class no. 14192	Working papers used to develop plans relating to the blood procurement management function. Includes: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• reports analysing issues</li> <li>• comments</li> </ul>	Destroy 3 years after last action.

### Policy

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

Entry	Description of records	Disposal action
Class no. 13059	Records documenting the development and establishment of blood procurement management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• project plans</li> <li>• research papers</li> <li>• results of consultations</li> <li>• comments</li> <li>• supporting reports</li> <li>• major drafts containing significant or substantial changes or annotations</li> <li>• approvals</li> <li>• final policy documents</li> </ul>	Retain as national archives
Class no. 13060	Working papers documenting the development of blood procurement management policies. Includes: minor preliminary drafts of a routine nature	Destroy 3 years after last action

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### Procedures

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

Entry	Description of records	Disposal action
Class no. 13061	Master set of agency manuals, handbooks and directives detailing procedures relating to the blood procurement management function	Destroy 10 years after procedure is superseded
Class no. 13062	Records documenting the development of agency procedures relating to the blood procurement management function. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• comments</li> <li>• distribution lists</li> </ul>	Destroy 3 years after last action

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### Project Management

The development, implementation and administration of projects to achieve formulated objectives.

For agreements eventuating from projects, use BLOOD PROCUREMENT MANAGEMENT - Agreements.

For plans eventuating from projects, use BLOOD PROCUREMENT MANAGEMENT - Planning.

For policies eventuating from projects, use BLOOD PROCUREMENT MANAGEMENT - Policy.

For procedures eventuating from projects, use BLOOD PROCUREMENT MANAGEMENT - Procedures.

For review reports eventuating from projects, use BLOOD PROCUREMENT MANAGEMENT - Reviewing.

For final issue reports eventuating from projects, use BLOOD PROCUREMENT MANAGEMENT - Reporting.

Entry	Description of records	Disposal action
Class no. 13063	Records documenting management of projects relating to the blood procurement management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings and liaison with stakeholders</li> <li>• progress and periodic project reports</li> <li>• project schedules</li> <li>• approvals</li> </ul>	Destroy 7 years after project completion or other termination

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## BLOOD PROCUREMENT MANAGEMENT

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For planning and managing the national supply of blood products, use SUPPLY PLANNING AND MANAGEMENT.

For the supply of blood products and services to ensure the efficiency of supply, where there is no tendering or contracting-out process, use SUPPLY PLANNING AND MANAGEMENT - Acquisition

### 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. 13064	Final versions of internal reports and reports produced for external agencies relating to the blood procurement management function.  Includes <ul style="list-style-type: none"> <li>• statistical reports,</li> <li>• reports on issues and</li> <li>• periodic reports</li> </ul>	Destroy 10 years after last action
Class no. 13065	Working papers documenting the development of reports. Includes drafts, background papers and comments received	Destroy 3 years after last action

### Reviewing

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

Entry	Description of records	Disposal action
Class no. 13066	Records documenting review of agency programs, processes, procedures or standards relating to the blood procurement management function.  Includes documents establishing the review, final report and action plans.	Destroy 10 years after last action
Class no. 13067	Working papers documenting the review of agency programs, processes, procedures or standards relating to the blood procurement management function.  Includes drafts and research papers	Destroy 5 years after last action



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### Stakeholder Relations

The activities associated with establishing and maintaining relationships with stakeholders. Includes consulting and liaising with stakeholders, to strengthen relationships, discover facts or provide information.

Entry	Description of records	Disposal action
Class no. 14193	Records documenting liaison activities undertaken with Governments, suppliers and other stakeholders and relating to the blood procurement management function. Includes exchange of information and contact details, consultations with stakeholders and written viewpoints.	Destroy 7 years after last action.

### Submissions (Blood Sector)

The activities associated with the receipt and assessment of formal written proposals from suppliers relating to contract changes, requesting funds to develop new products, or approval to use capital expenditure funds.

Entry	Description of records	Disposal action
Class no. 14232	Submissions or proposals received from suppliers of blood, blood products and services requesting contract changes, requesting funds to develop new products or requesting approval to use capital expenditure funds.  Includes: <ul style="list-style-type: none"> <li>• submissions or proposals</li> <li>• recommendations</li> <li>• responses</li> </ul>	Destroy 7 years after contract expiry or other termination.

### 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. 13070	Records documenting the development and issue of tender documentation.  Includes: <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender (RFT)</li> <li>• draft contracts</li> </ul>	Destroy 7 years after tender process is completed

## BLOOD PROCUREMENT MANAGEMENT

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For planning and managing the national supply of blood products, use SUPPLY PLANNING AND MANAGEMENT.

For the supply of blood products and services to ensure the efficiency of supply, where there is no tendering or contracting-out process, use SUPPLY PLANNING AND MANAGEMENT - Acquisition

### Tendering - Continued

Entry	Description of records	Disposal action
Class no. 13071	Records documenting the evaluation of tenders. Includes: <ul style="list-style-type: none"> <li>• tender response tables</li> <li>• tender responses</li> <li>• evaluation plans and reports</li> <li>• recommendations</li> <li>• negotiations</li> <li>• due diligence checks</li> <li>• briefings</li> <li>• public notices</li> </ul>	Destroy 7 years after contract expiry or other termination
Class no. 13072	Records documenting successful tender documents resulting in signed contracts under seal	Destroy 20 years after contract expiry or other termination
Class no. 13073	Records documenting successful tender documents resulting in simple signed contracts	Destroy 7 years after contract expiry or other termination
Class no. 13074	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcome and reports on debriefing sessions.	Destroy 2 years after tender process is completed or decision made not to continue with the tender
Class no. 13075	Tender and contract registers	Destroy 20 years after last entry

## BOARD MANAGEMENT

The function of providing secretariat services to, and managing the activities of, the agency's advisory Board and its appointed members. Includes the administration of Board meetings, documenting the appointments and termination of Board members, and the management of Board members' leave, remuneration and allowances

For records relating to the Jurisdictional Blood Committee, see AFDA STRATEGIC MANAGEMENT

### 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. 13076	Final versions of presentations presented by Board members promoting the work of the agency, or on issues relating to the blood sector	Destroy 3 years after last action
Class no. 13077	Working papers documenting the development of presentations, including drafts	Destroy when reference ceases

### Advice

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

Entry	Description of records	Disposal action
Class no. 13078	Records documenting the receipt and provision of advice provided relating to the board management function	Destroy 10 years after last action

### Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Entry	Description of records	Disposal action
Class no. 13079	Records documenting arrangements carried out to support the board management function. Includes: <ul style="list-style-type: none"> <li>• travel arrangements for Board members to attend Board meetings or for Board-related business, and</li> <li>• arrangements for guest speakers at Board meetings</li> </ul>	Destroy 5 years after action completed

### Board Meetings

The activities associated with the management of advisory Board meetings. Includes the arrangements, minutes of meetings and preparation and distribution of notices, agenda, minutes and supporting documents.

Entry	Description of records	Disposal action
Class no. 13080	Final versions of minutes and supporting documents tabled at board meetings	Retain as national archives
Class no. 13081	Working papers relating to the conduct of board meetings. Includes draft agenda and minutes	Destroy when minutes are finalised

## BOARD MANAGEMENT

The function of providing secretariat services to, and managing the activities of, the agency's advisory Board and its appointed members. Includes the administration of Board meetings, documenting the appointments and termination of Board members, and the management of Board members' leave, remuneration and allowances

For records relating to the Jurisdictional Blood Committee, see AFDA STRATEGIC MANAGEMENT

### Board Meetings - Continued

Entry	Description of records	Disposal action
Class no. 13082	Records documenting administrative arrangements for Board meetings. Includes: <ul style="list-style-type: none"> <li>• venue and facilities bookings</li> <li>• catering arrangements</li> <li>• meeting notices</li> <li>• distribution lists</li> </ul>	Destroy 5 years after last action

### Board Members Leave

The activities associated with the management of leave for Board members.

Entry	Description of records	Disposal action
Class no. 13083	Records documenting the administration of leave for board members. Includes leave forms	Destroy 7 years after last action

### Board Membership

The activities associated with managing the composition of the Board, including the notification of appointments and terminations of members.

Entry	Description of records	Disposal action
Class no. 13084	Records documenting notices of appointment and termination of board members. Includes: <ul style="list-style-type: none"> <li>• copies of acceptance letters</li> <li>• notices of appointment, re-appointments and terminations</li> <li>• notices of temporary appointments</li> <li>• curriculum vitae</li> </ul>	Destroy 7 years after termination of appointment

## BOARD MANAGEMENT

The function of providing secretariat services to, and managing the activities of, the agency's advisory Board and its appointed members. Includes the administration of Board meetings, documenting the appointments and termination of Board members, and the management of Board members' leave, remuneration and allowances

For records relating to the Jurisdictional Blood Committee, see AFDA STRATEGIC MANAGEMENT

### 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. 13085	Records documenting the development and establishment of board management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• project plans</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• comments</li> <li>• major drafts containing significant or substantial changes or annotations</li> <li>• approvals</li> <li>• final policy documents</li> </ul>	Destroy 7 years after policy is superseded
Class no. 13086	Working papers documenting the development of board management policies. Includes: minor preliminary drafts of a routine nature	Destroy when reference ceases

### Procedures

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

Entry	Description of records	Disposal action
Class no. 13087	Master set of agency manuals, handbooks and directives detailing procedures relating to the board management function	Destroy 1 year after procedures are superseded
Class no. 13088	Records documenting the development of agency procedures relating to the board management function. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• project plans</li> <li>• comments</li> <li>• distribution lists</li> </ul>	Destroy when reference ceases

## BOARD MANAGEMENT

The function of providing secretariat services to, and managing the activities of, the agency's advisory Board and its appointed members. Includes the administration of Board meetings, documenting the appointments and termination of Board members, and the management of Board members' leave, remuneration and allowances

For records relating to the Jurisdictional Blood Committee, see AFDA STRATEGIC MANAGEMENT

### Remuneration And Allowances

The activities associated with managing the payment of fees and allowances to appointed members of the Board.

Entry	Description of records	Disposal action
Class no. 13089	Records documenting the payment of sitting fees to board members	Destroy 7 years after last action
Class no. 13090	Records documenting the payment of allowances to board members, including travel and incidental expenses. Includes: <ul style="list-style-type: none"> <li>• copies of receipts</li> <li>• claim forms</li> <li>• calculations</li> <li>• reimbursement statements</li> </ul>	Destroy 7 years after last action

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### Stakeholder Relations

The activities associated with establishing and maintaining relationships with stakeholders. Includes consulting and liaising with stakeholders, to strengthen relationships, discover facts or provide information.

Entry	Description of records	Disposal action
Class no. 13091	Records documenting liaison activities undertaken with Governments, suppliers and other stakeholders. Includes exchange of information and contact details, consultations with stakeholders and written viewpoints	Destroy 7 years after last action

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## DEMAND MANAGEMENT

The function of developing and utilising strategies to reduce the demand for blood, blood products and services. Includes research and investigation of current and emerging best practice, clinical use benchmarking and guideline development and implementation, developing projects that will support the States and Territories in improving the appropriate use of blood and blood products and educating stakeholders through professional and community forums.

### Advice

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

Entry	Description of records	Disposal action
Class no. 14194	Records relating to the receipt and provision of advice to the Minister, jurisdictional committees, stakeholders and government agencies on significant demand management issues that have far reaching social, health, economic, international or national implications.	Retain as national archives
Class no. 14195	Records relating to the receipt and provision of advice to the Minister, jurisdictional committees, stakeholders and government agencies on matters of lesser importance relating to demand management issues which do not have far reaching social, health, economic, international or national importance.	Destroy 10 years after last action.

### Agreements

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

Entry	Description of records	Disposal action
Class no. 14196	Records relating to the negotiation, establishment, maintenance and review of agreements under seal relating to the demand management function. Includes: <ul style="list-style-type: none"> <li>• final versions of agreements</li> <li>• comments</li> <li>• approvals</li> <li>• evaluation reports</li> <li>• reviews</li> <li>• variations</li> <li>• draft agreements</li> </ul>	Destroy 20 years after completion or other termination of agreement.

## DEMAND MANAGEMENT

The function of developing and utilising strategies to reduce the demand for blood, blood products and services. Includes research and investigation of current and emerging best practice, clinical use benchmarking and guideline development and implementation, developing projects that will support the States and Territories in improving the appropriate use of blood and blood products and educating stakeholders through professional and community forums.

### Agreements - Continued

Entry	Description of records	Disposal action
Class no. 14197	Records relating to the negotiation, establishment, maintenance and review of signed simple agreements relating to the demand management function.  Includes: <ul style="list-style-type: none"> <li>• final versions of agreements</li> <li>• comments</li> <li>• approvals</li> <li>• evaluation reports</li> <li>• reviews</li> <li>• variations</li> <li>• draft agreements</li> </ul>	Destroy 7 years after completion or other termination of agreement.

### Contracting-out

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

Entry	Description of records	Disposal action
Class no. 14198	Records documenting the management of contracts relating to the demand management function.  Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with stakeholders</li> <li>• performance and evaluation reports</li> </ul>	Destroy 7 years after completion or other termination of contract.



## DEMAND MANAGEMENT

The function of developing and utilising strategies to reduce the demand for blood, blood products and services. Includes research and investigation of current and emerging best practice, clinical use benchmarking and guideline development and implementation, developing projects that will support the States and Territories in improving the appropriate use of blood and blood products and educating stakeholders through professional and community forums.

### Grant Funding (Outwards)

The activity of providing grants.

Entry	Description of records	Disposal action
Class no. 14199	Records documenting the management of successful grant funding applications relating to the demand management function.  Includes: <ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• acknowledgement letters</li> <li>• requests for further information</li> <li>• notifications</li> <li>• assessment</li> <li>• grant recommendation report</li> <li>• draft agreements</li> <li>• signed agreements</li> <li>• progress reports</li> <li>• evaluation reports</li> <li>• acquittal reports</li> </ul>	Destroy 7 years after last action.
Class no. 14200	Records documenting unsuccessful applications for grant funding relating to the demand management function.	Destroy 2 years after last action.

### 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. 14201	Records documenting meetings and workshops relating to the demand management function.  Includes: <ul style="list-style-type: none"> <li>• minutes of meeting</li> <li>• agenda</li> <li>• workshop outcomes</li> </ul>	Destroy 7 years after last action.

## DEMAND MANAGEMENT

The function of developing and utilising strategies to reduce the demand for blood, blood products and services. Includes research and investigation of current and emerging best practice, clinical use benchmarking and guideline development and implementation, developing projects that will support the States and Territories in improving the appropriate use of blood and blood products and educating stakeholders through professional and community forums.

### Meetings - Continued

Entry	Description of records	Disposal action
Class no. 14202	Records documenting the conduct and administration of meetings and workshops held to support the demand management function.  Includes: <ul style="list-style-type: none"> <li>• venue and equipment bookings</li> <li>• catering arrangements</li> <li>• organisation and arrangement of speakers / facilitators</li> <li>• draft agenda</li> <li>• draft minutes</li> <li>• meeting / workshop notices</li> <li>• invitations and associated responses</li> <li>• distribution lists</li> </ul>	Destroy 3 years after last action.

### Planning

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

Entry	Description of records	Disposal action
Class no. 14203	Final versions of plans relating to the demand management function.	Destroy 7 years after last action.
Class no. 14204	Working papers used to develop plans relating to the demand management function.  Includes: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• reports analysing issues</li> <li>• comments</li> </ul>	Destroy 3 years after last action.

## DEMAND MANAGEMENT

The function of developing and utilising strategies to reduce the demand for blood, blood products and services. Includes research and investigation of current and emerging best practice, clinical use benchmarking and guideline development and implementation, developing projects that will support the States and Territories in improving the appropriate use of blood and blood products and educating stakeholders through professional and community forums.

### 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. 14205	Records documenting the development and establishment of demand management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• project plans</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts containing significant or substantial changes or annotations</li> <li>• approvals</li> <li>• final policy documents</li> </ul>	Retain as national archives
Class no. 14206	Working papers documenting the development of demand management policies. Includes: minor preliminary drafts of a routine nature	Destroy 3 years after last action.

### Procedures

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

Entry	Description of records	Disposal action
Class no. 14207	Master set of agency manuals, handbooks, directives etc detailing procedures relating to the demand management function.	Destroy 10 years after procedure is superseded.
Class no. 14208	Records documenting the development of agency procedures relating to the demand management function. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• project plans</li> <li>• comments</li> <li>• distribution lists</li> </ul>	Destroy 3 years after last action.

## DEMAND MANAGEMENT

The function of developing and utilising strategies to reduce the demand for blood, blood products and services. Includes research and investigation of current and emerging best practice, clinical use benchmarking and guideline development and implementation, developing projects that will support the States and Territories in improving the appropriate use of blood and blood products and educating stakeholders through professional and community forums.

### Project Management

The development, implementation and administration of projects to achieve formulated objectives.

For grants to fund projects, use DEMAND MANAGEMENT - Grant Funding (Outwards).

For plans eventuating from projects, use DEMAND MANAGEMENT - Planning.

For policies eventuating from projects, use DEMAND MANAGEMENT - Policy.

For procedures eventuating from projects, use DEMAND MANAGEMENT - Procedures.

For final issue reports eventuating from projects, use DEMAND MANAGEMENT - Reporting.

For research reports eventuating from projects, use DEMAND MANAGEMENT - Research.

For review reports eventuating from projects, use DEMAND MANAGEMENT - Reviewing.

Entry	Description of records	Disposal action
Class no. 14209	Records documenting the management of projects relating to the demand management function. Includes: <ul style="list-style-type: none"> <li>• project scope</li> <li>• project plans and schedules</li> <li>• consultations with stakeholders</li> <li>• progress reports</li> </ul>	Destroy 7 years after project completion or other termination.

### 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. 14210	Final versions of internal reports and reports produced for external agencies relating to the demand management function. Includes statistical reports, reports on issues and periodic reports.	Destroy 10 years after last action.
Class no. 14211	Working papers documenting the development of reports. Includes drafts and comments received.	Destroy 3 years after last action.

## DEMAND MANAGEMENT

The function of developing and utilising strategies to reduce the demand for blood, blood products and services. Includes research and investigation of current and emerging best practice, clinical use benchmarking and guideline development and implementation, developing projects that will support the States and Territories in improving the appropriate use of blood and blood products and educating stakeholders through professional and community forums.

### Research

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

Entry	Description of records	Disposal action
Class no. 14212	Records documenting research carried out to support the demand management function. Includes: <ul style="list-style-type: none"> <li>• final reports</li> <li>• drafts</li> <li>• comments</li> <li>• reference material</li> </ul>	Retain as national archives

### 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. 14213	Records documenting review of agency programs, processes, procedures or standards relating to the demand management function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the review</li> <li>• research papers</li> <li>• final report</li> <li>• action plans.</li> </ul>	Destroy 10 years after last action.
Class no. 14214	Working papers documenting the review of agency programs, processes, procedures or standards relating to the demand management function. Includes drafts.	Destroy 5 years after last action.

### Stakeholder Relations

The activities associated with establishing and maintaining relationships with stakeholders. Includes consulting and liaising with stakeholders, to strengthen relationships, discover facts or provide information.

Entry	Description of records	Disposal action
Class no. 14215	Records documenting liaison activities undertaken with Governments, suppliers and other stakeholders and relating to the demand management function. Includes exchange of information and contact details, and records of consultations with stakeholders	Destroy 7 years after last action.

## DEMAND MANAGEMENT

The function of developing and utilising strategies to reduce the demand for blood, blood products and services. Includes research and investigation of current and emerging best practice, clinical use benchmarking and guideline development and implementation, developing projects that will support the States and Territories in improving the appropriate use of blood and blood products and educating stakeholders through professional and community forums.

### 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. 14216	Records documenting the development, issue, and evaluation of tenders. Includes: <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender (RFT)</li> <li>• draft contracts/deeds</li> <li>• evaluation criteria</li> <li>• tender response tables</li> <li>• tender evaluation plans and reports</li> <li>• briefings</li> <li>• public notices</li> <li>• negotiations</li> <li>• due diligence checks</li> </ul>	Destroy 7 years after tender process is completed.
Class no. 14217	Records documenting successful tender documents resulting in signed contracts under seal.	Destroy 20 years after contract completion or other termination.
Class no. 14218	Records documenting successful tender documents resulting in simple signed contracts.	Destroy 7 years after contract completion or other termination.
Class no. 14219	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcome and reports on debriefing sessions.	Destroy 2 years after tender process is completed or decision made not to continue with the tender.
Class no. 14220	Tender and contracts register	Destroy 20 years after last entry

## NATIONAL MANAGED FUND

The function of managing the compensation scheme relating to indemnity claims in respect of diseases transmitted by blood and blood products within Australia. Includes agreements between the parties contributing to the scheme and tendering out the case management of the scheme.

### Advice

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

Entry	Description of records	Disposal action
Class no. 14234	Records documenting high level advice provided to Ministers and jurisdictional committees relating to the national managed fund function. Includes requests for advice and associated response documentation.	Retain as national archives
Class no. 14327	Records documenting the receipt and provision of routine advice provided on the national managed fund function. Includes requests for advice and associated response documentation.	Destroy 7 years after last action.

### Agreements

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

Entry	Description of records	Disposal action
Class no. 14235	Final versions of agreements made covering the national managed fund function.	Destroy 7 years after expiry or other termination of agreement.
Class no. 14236	Records documenting the negotiations, establishment, maintenance and review of agreements relating to the national managed fund function. Includes: <ul style="list-style-type: none"> <li>• negotiations</li> <li>• draft agreements</li> <li>• comments</li> <li>• approvals</li> <li>• evaluation reports</li> <li>• reviews</li> <li>• variations</li> </ul>	Destroy 7 years after expiry or other termination of agreement.

## NATIONAL MANAGED FUND

The function of managing the compensation scheme relating to indemnity claims in respect of diseases transmitted by blood and blood products within Australia. Includes agreements between the parties contributing to the scheme and tendering out the case management of the scheme.

### Claims (Blood Sector)

The process of administering and managing payments demanded as compensation for illness, infections or death from blood and blood products supplied in Australia

Entry	Description of records	Disposal action
Class no. 14237	Records documenting compensation claims in respect to diseases contracted through contaminated blood or blood products. Includes: <ul style="list-style-type: none"> <li>• claims</li> <li>• determinations</li> <li>• medical reports and certificates</li> <li>• legal records documenting any legal advice received and action taken in relation to the claim</li> <li>• correspondence and notes of meetings and conversations with claimant, medical personnel, case manager etc.</li> </ul>	Destroy 100 years after date of birth of claimant.

### Contracting-out

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

Entry	Description of records	Disposal action
Class no. 14241	Records documenting the management of contracts relating to the national managed fund function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with stakeholders</li> <li>• performance and evaluation reports</li> </ul>	Destroy 7 years after completion or other termination of contract.



## NATIONAL MANAGED FUND

The function of managing the compensation scheme relating to indemnity claims in respect of diseases transmitted by blood and blood products within Australia. Includes agreements between the parties contributing to the scheme and tendering out the case management of the scheme.

### 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. 14242	Records documenting the development and establishment of national managed fund policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• project plans</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• comments</li> <li>• major drafts containing significant or substantial changes or annotations</li> <li>• approvals</li> <li>• final policy documents</li> </ul>	Retain as national archives
Class no. 14243	Working papers documenting the development of national managed fund policies. Includes: <ul style="list-style-type: none"> <li>• minor preliminary drafts of a routine nature</li> </ul>	Destroy when reference ceases

### Procedures

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

Entry	Description of records	Disposal action
Class no. 14245	Master set of agency manuals, handbooks and directives detailing procedures relating to the national managed fund function.	Destroy 7 years after procedures are superseded.
Class no. 14246	Records documenting the development of agency procedures relating to the national managed fund function Includes: <ul style="list-style-type: none"> <li>• project plans</li> <li>• drafts</li> <li>• comments</li> <li>• distribution lists</li> </ul>	Destroy 1 year after procedures are promulgated.

## NATIONAL MANAGED FUND

The function of managing the compensation scheme relating to indemnity claims in respect of diseases transmitted by blood and blood products within Australia. Includes agreements between the parties contributing to the scheme and tendering out the case management of the scheme.

### 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. 14247	Records documenting review of agency programs, processes or procedures relating to the national managed fund function. Includes documents establishing the review, final report and action plans.	Destroy 7 years after last action.
Class no. 14248	Working papers documenting the review of agency programs, processes, procedures or standards relating to the national managed fund function. Includes drafts.	Destroy when reference ceases.

### 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. 14250	Records documenting the development, issue, and evaluation of tenders. Includes: <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender (RFT)</li> <li>• tender response tables</li> <li>• draft contracts</li> <li>• evaluation criteria</li> <li>• evaluation plans, reports and other documentation</li> <li>• public notices</li> <li>• briefings</li> <li>• responses</li> <li>• negotiations</li> <li>• notifications</li> <li>• due diligence checks</li> </ul>	Destroy 7 years after tender process completed
Class no. 14251	Records documenting successful tender documents. Includes signed contracts resulting from the successful tender.	Destroy 7 years after completion or other termination of contract.
Class no. 14252	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

## SUPPLY PLANNING AND MANAGEMENT

The function of planning and managing the national supply of blood products. Includes the collection and analysis of product usage data, the preparation of the annual supply plan and budget, and the management of supply problems and other blood related incidents.

For strategies to reduce the demand for blood supplies, use DEMAND MANAGEMENT.

For the management of contracts to supply blood products and services, use BLOOD PROCUREMENT MANAGEMENT.

### Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Entry	Description of records	Disposal action
Class no. 13107	Records documenting the acquisition of products and services relating to the supply planning and management function where there is no tendering or contracting-out process.	Destroy 20 years after action completed

### Advice

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

Entry	Description of records	Disposal action
Class no. 13108	Records relating to the receipt and provision of advice to the Minister, jurisdictional committees, stakeholders and government agencies on significant supply planning and management issues that are controversial or have far reaching social, health, economic, international or national implications.	Retain as national archives
Class no. 13109	Records relating to the receipt and provision of advice to the Minister, jurisdictional committees, stakeholders and government agencies on matters of lesser importance relating to supply planning and management issues which are not controversial or do not have far reaching social, health, economic, international or national implications.	Destroy 10 years after last action

### Agreements

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

Entry	Description of records	Disposal action
Class no. 13110	Final versions of agreements under seal relating to the supply planning and management function	Destroy 20 years after expiry or termination of agreement
Class no. 13111	Records relating to the negotiation, establishment, maintenance and review of agreements under seal relating to the supply planning and management function Includes: <ul style="list-style-type: none"> <li>• negotiations</li> <li>• draft agreements</li> <li>• correspondence with stakeholders</li> <li>• agreement evaluation reports</li> <li>• reviews</li> <li>• variations</li> </ul>	Destroy 20 years after expiry or termination of agreement

## SUPPLY PLANNING AND MANAGEMENT

The function of planning and managing the national supply of blood products. Includes the collection and analysis of product usage data, the preparation of the annual supply plan and budget, and the management of supply problems and other blood related incidents.

For strategies to reduce the demand for blood supplies, use DEMAND MANAGEMENT.

For the management of contracts to supply blood products and services, use BLOOD PROCUREMENT MANAGEMENT.

### Agreements - Continued

Entry	Description of records	Disposal action
Class no. 13112	Final versions of other simple signed agreements relating to the supply planning and management function	Destroy 7 years after expiry or termination of agreement
Class no. 13113	Records relating to the negotiation, establishment, maintenance and review of simple signed agreements relating to the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• negotiations</li> <li>• draft agreements</li> <li>• correspondence with stakeholders</li> <li>• agreement evaluation reports</li> <li>• reviews</li> <li>• variations</li> </ul>	Destroy 7 years after expiry or 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.

Entry	Description of records	Disposal action
Class no. 13114	Final internal and external audit reports relating to the supply planning and management function	Destroy 7 years after last action
Class no. 13115	Records documenting the planning and conduct of internal and external audits relating to the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• liaising with the auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments</li> </ul>	Destroy 3 years after last action

## SUPPLY PLANNING AND MANAGEMENT

The function of planning and managing the national supply of blood products. Includes the collection and analysis of product usage data, the preparation of the annual supply plan and budget, and the management of supply problems and other blood related incidents.

For strategies to reduce the demand for blood supplies, use DEMAND MANAGEMENT.

For the management of contracts to supply blood products and services, use BLOOD PROCUREMENT MANAGEMENT.

### Authorisation

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

Entry	Description of records	Disposal action
Class no. 13116	Records documenting authorisations for administrative action supporting the supply planning and management function.  Includes authorisation for the supply of blood for emergency use	Destroy 10 years after action completed

### 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.

Entry	Description of records	Disposal action
Class no. 13117	Records of committees or task forces relating to the supply planning and management function where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role.  Includes: <ul style="list-style-type: none"> <li>• document establishing the committee</li> <li>• agendas</li> <li>• minutes</li> <li>• reports and supporting documents</li> </ul>	Retain as national archives
Class no. 13118	Records of external committees relating to the supply planning and management function where the agency does not provide the Secretariat, is not the Commonwealth's main representative and plays only a minor role.  Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• agendas</li> <li>• minutes</li> <li>• reports and supporting documents</li> </ul>	Destroy 7 years after last action

## SUPPLY PLANNING AND MANAGEMENT

The function of planning and managing the national supply of blood products. Includes the collection and analysis of product usage data, the preparation of the annual supply plan and budget, and the management of supply problems and other blood related incidents.

For strategies to reduce the demand for blood supplies, use DEMAND MANAGEMENT.

For the management of contracts to supply blood products and services, use BLOOD PROCUREMENT MANAGEMENT.

### Committees - Continued

Entry	Description of records	Disposal action
Class no. 13119	Working papers associated with the conduct of all committees relating to the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• draft agenda</li> <li>• room bookings</li> <li>• notices of meetings</li> <li>• distribution lists</li> <li>• draft minutes</li> </ul>	Destroy 3 years after last action

### Contracting-out

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

Entry	Description of records	Disposal action
Class no. 13120	Records documenting the management of contracts relating to the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with stakeholders</li> <li>• performance and evaluation reports</li> </ul>	Destroy 7 years after contract expiry or other termination

## SUPPLY PLANNING AND MANAGEMENT

The function of planning and managing the national supply of blood products. Includes the collection and analysis of product usage data, the preparation of the annual supply plan and budget, and the management of supply problems and other blood related incidents.

For strategies to reduce the demand for blood supplies, use DEMAND MANAGEMENT.

For the management of contracts to supply blood products and services, use BLOOD PROCUREMENT MANAGEMENT.

### Incident Management

The activities associated with managing actual or potential crises or issues that could impact on the availability of blood and blood products and services, or reflect poorly on the agency. Includes the management of emergency simulations.

Entry	Description of records	Disposal action
Class no. 13121	<p>Records documenting the response and management of an incident relating to the supply planning and management function that is controversial, has far reaching social or health implications, or results in major changes to policy or procedures.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• notifications</li> <li>• meeting notes</li> <li>• all communications regarding incident</li> <li>• crisis management plan</li> <li>• intelligence/information regarding incident</li> <li>• draft media releases</li> <li>• briefings</li> </ul>	Retain as national archives
Class no. 13122	<p>Records documenting the response and management of an incident relating to the supply planning and management function that is not controversial, has no major impact on social or health issues and does not result in major changes to policy or procedures.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• notifications</li> <li>• meeting notes</li> <li>• all communications regarding incident</li> <li>• crisis management plan</li> <li>• intelligence/information regarding incident</li> <li>• draft media releases</li> <li>• briefings</li> </ul>	Destroy 5 years after last action

## SUPPLY PLANNING AND MANAGEMENT

The function of planning and managing the national supply of blood products. Includes the collection and analysis of product usage data, the preparation of the annual supply plan and budget, and the management of supply problems and other blood related incidents.

For strategies to reduce the demand for blood supplies, use DEMAND MANAGEMENT.

For the management of contracts to supply blood products and services, use BLOOD PROCUREMENT MANAGEMENT.

### Incident Management - Continued

Entry	Description of records	Disposal action
Class no. 13123	Records documenting the agency's management of incident simulation exercises relating to the supply planning and management function.  Includes: <ul style="list-style-type: none"> <li>• correspondence with participants</li> <li>• simulation plan</li> <li>• debriefing report</li> <li>• recommendations</li> <li>• findings report</li> </ul>	Destroy 3 years after next simulation exercise

### Information Gathering

The activity of collecting blood related information to monitor and facilitate the ongoing management and supply of blood products and develop strategies to guarantee the national blood supply.

Entry	Description of records	Disposal action
Class no. 13124	Final reports summarising information collected from stakeholders and relating to the supply planning and management function	Retain as national archives
Class no. 13125	Records documenting the administration and processing of information received by the agency relating to the supply planning and management function.  Includes: <ul style="list-style-type: none"> <li>• requests for information</li> <li>• questionnaires</li> <li>• submitted information</li> <li>• correspondence between agency and stakeholders regarding information</li> </ul>	Destroy 7 years after last action
Class no. 13126	Register or system containing data submitted by stakeholders relating to the supply planning and management function	Retain as national archives



## SUPPLY PLANNING AND MANAGEMENT

The function of planning and managing the national supply of blood products. Includes the collection and analysis of product usage data, the preparation of the annual supply plan and budget, and the management of supply problems and other blood related incidents.

For strategies to reduce the demand for blood supplies, use DEMAND MANAGEMENT.

For the management of contracts to supply blood products and services, use BLOOD PROCUREMENT MANAGEMENT.

### 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. 13127	Records documenting meetings relating to the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings</li> <li>• agenda</li> <li>• reports</li> </ul> For records associated with consultative forums relating to the supply planning and management function, use SUPPLY PLANNING AND MANAGEMENT - Committees	Destroy 7 years after last action
Class no. 13128	Working papers documenting the conduct and administration of meetings held to support the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• venue and equipment bookings</li> <li>• catering arrangements</li> <li>• arrangements for speakers / facilitators</li> <li>• draft agenda</li> <li>• draft minutes</li> <li>• invitations and associated responses</li> <li>• meeting notices</li> </ul>	Destroy 3 years after last action

### Planning

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

Entry	Description of records	Disposal action
Class no. 13129	Final versions of plans relating to the supply planning and management function, such as the National Supply Plan	Destroy 7 years after last action

## SUPPLY PLANNING AND MANAGEMENT

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For the management of contracts to supply blood products and services, use BLOOD PROCUREMENT MANAGEMENT.

### Planning - Continued

Entry	Description of records	Disposal action
Class no. 13130	Working papers used to develop all plans relating to the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• reports analysing issues</li> <li>• comments</li> <li>• distribution lists</li> </ul>	Destroy 3 years after last action

### Policy

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

Entry	Description of records	Disposal action
Class no. 13131	Records documenting the development and establishment of supply planning and management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• project plans</li> <li>• research papers</li> <li>• results of consultations</li> <li>• comments</li> <li>• supporting reports</li> <li>• major drafts containing significant or substantial changes or annotations</li> <li>• approvals</li> <li>• final policy documents</li> </ul>	Retain as national archives
Class no. 13132	Working papers documenting the development of supply planning and management policies. Includes: minor preliminary drafts of a routine nature	Destroy 3 years after last action

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### Pricing

The activities associated with determining an agreed single national pricing schedule for blood and blood products.

Entry	Description of records	Disposal action
Class no. 13133	Final versions of annual national product price lists for blood and blood products	Destroy 20 years after last action
Class no. 13134	Working papers documenting the development of annual national product price lists for blood and blood products. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• notes on consultations with stakeholders</li> <li>• review comments</li> </ul>	Destroy 3 years after last action

### Procedures

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

Entry	Description of records	Disposal action
Class no. 13135	Master set of agency manuals, handbooks, directives etc detailing procedures relating to the supply planning and management function	Destroy 7 years after procedure is superseded
Class no. 13136	Records documenting the development of agency procedures relating to the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• comments</li> <li>• distribution lists</li> </ul>	Destroy 3 years after last action

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### Project Management

The development, implementation and administration of projects to achieve formulated objectives.

For plans eventuating from projects, use SUPPLY PLANNING AND MANAGEMENT - Planning.

For policies eventuating from projects, use SUPPLY PLANNING AND MANAGEMENT - Policy.

For procedures eventuating from projects, use SUPPLY PLANNING AND MANAGEMENT - Procedures.

For final issue reports eventuating from projects, use SUPPLY PLANNING AND MANAGEMENT - Reporting.

For review reports eventuating from projects, use SUPPLY PLANNING AND MANAGEMENT - Reviewing.

Entry	Description of records	Disposal action
Class no. 13137	Records documenting the management of projects relating to the supply planning and management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with stakeholders</li> <li>• approvals</li> <li>• progress and periodic reports on the project</li> <li>• project schedules</li> </ul>	Destroy 7 years after project completion or other termination

### 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. 13138	Final versions of all reports relating to the supply planning and management function. Includes periodic and statistical reports	Destroy 7 years after last action
Class no. 13139	Working papers documenting the development of reports. Includes drafts and comments received	Destroy 3 years after last action

### Reviewing

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

Entry	Description of records	Disposal action
Class no. 13140	Records documenting review of agency programs, processes, procedures or standards relating to the supply planning and management function. Includes documents establishing the review, final report and action plans	Destroy 7 years after last action

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### Reviewing - Continued

Entry	Description of records	Disposal action
Class no. 13141	Working papers documenting the review of agency programs, processes, procedures or standards relating to the supply planning and management function. Includes drafts	Destroy 3 years after last action

### Stakeholder Relations

The activities associated with establishing and maintaining relationships with stakeholders. Includes consulting and liaising with stakeholders, to strengthen relationships, discover facts or provide information.

Entry	Description of records	Disposal action
Class no. 13142	Records documenting liaison activities undertaken with Governments, suppliers and other stakeholders relating to the supply planning and management function. Includes exchange of information and contact details	Destroy 7 years after last action

### Tendering

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

Entry	Description of records	Disposal action
Class no. 13143	Records documenting the development, issue, and evaluation of tenders. Includes: <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender (RFT)</li> <li>• tender response tables</li> <li>• evaluation criteria</li> <li>• tender evaluation plans and reports</li> <li>• draft contracts / deeds</li> <li>• public notices</li> <li>• briefings</li> <li>• negotiations</li> <li>• due diligence checks</li> </ul>	Destroy 7 years after tender process is completed
Class no. 13144	Records documenting successful tender documents resulting in signed contracts under seal	Destroy 20 years after contract completion or other termination

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### Tendering - Continued

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
Class no. 13145	Records documenting successful tender documents resulting in signed simple contracts	Destroy 7 years after contract completion or other termination
Class no. 13146	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcome and reports on debriefing sessions	Destroy 2 years after tender process completed or decision made not to continue with the tender
Class no. 14240	Tender and contract registers	Destroy 20 years after last entry