



Australian Government

National Archives of Australia

Records Authority

CrimTrac Agency

19 July 2007

© Commonwealth of Australia 2008

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

CONTENTS

<u>INTRODUCTION</u>	5
<u>AUTHORISATION</u>	6
<u>APPLICATION OF THIS AUTHORITY</u>	7
<u>CONTACT INFORMATION</u>	8
<u>CLASSES</u>	
BOARD MANAGEMENT	9
POLICING INFORMATION SERVICES	13

[This page has been left blank intentionally.]

INTRODUCTION

CrimTrac Agency 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 the agency. It represents a significant commitment on behalf of CrimTrac 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 CrimTrac's legal and organisational recordkeeping requirements, and the interests of stakeholders of both CrimTrac 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 CrimTrac 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.

CrimTrac can use the following tools to dispose of their records:

- this Records Authority covering CrimTrac'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 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:**

Chief Executive Officer
CrimTrac Agency
243 Northbourne Avenue
Lyneham ACT 2602

Purpose:

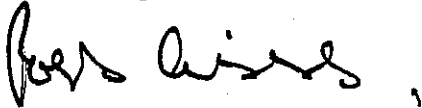
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

Application:

All functional records

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

Authorising Officer



Ross Gibbs
Director-General
National Archives of Australia

Date of issue:

19 July 2007

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 should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by CrimTrac such as encrypted records and source records that have been copied.
3. 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.
4. 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. CrimTrac will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
5. In general, retention requirements indicate a minimum period for retention. CrimTrac may extend minimum retention periods if it considers that there is an administrative need to do so. Where CrimTrac 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.
6. Crimtrac may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, unimportant or for short-term use only. It does not replace the records disposal arrangements agreed to in authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au.
7. 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.
8. Records in the care of CrimTrac should be appropriately stored and preserved. CrimTrac 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.
9. 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.
10. Advice on how to use this Authority is available from CrimTrac'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

BOARD MANAGEMENT

The function of managing the governance framework and strategic direction of the agency. Includes providing advice, authorising the funding of projects, taking of board minutes, arranging board members travel, allowances and expenses to be paid, and evaluating and monitoring performance of the board

For payments of board member sitting fees use, AFDA FINANCIAL MANAGEMENT – Accounting.

Advice

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

For advice to Ministers and Members of Parliament use AFDA GOVERNMENT RELATIONS – Advice.

Entry	Description of Records	Disposal Action
15317	Records documenting the receipt and provision of advice of a high level of importance.	Destroy 10 years after action completed
15318	Records documenting the receipt of advice of lesser importance.	Destroy 5 years after action completed
15319	Working papers documenting the development of advice of a high level of importance.	Destroy 2 years after action completed
15320	Working papers documenting the development of advice of lesser importance.	Destroy 2 years after action completed

BOARD MANAGEMENT

The function of managing the governance framework and strategic direction of the agency. Includes providing advice, authorising the funding of projects, taking of board minutes, arranging board members travel, allowances and expenses to be paid, and evaluating and monitoring performance of the board

For payments of board member sitting fees use, AFDA FINANCIAL MANAGEMENT – Accounting.

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.

For audits relating to monitoring of accredited agencies' compliance use, POLICING INFORMATION SERVICES - Compliance Monitoring.

Entry	Description of Records	Disposal Action
15321	Final internal and external audit reports relating to the management of the Board.	Destroy 12 years after action completed
15322	Records documenting the planning and conduct of internal and external audits relating to the operation and management of the Board.	Destroy 5 years after action completed

Authorisation

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

For payment of expenses, remuneration and reimbursements, use AFDA FINANCIAL MANAGEMENT – Accounting.

Entry	Description of Records	Disposal Action
15323	Records documenting authorisation of action relating to the decision of the Board.	Destroy 7 years after action completed

BOARD MANAGEMENT

The function of managing the governance framework and strategic direction of the agency. Includes providing advice, authorising the funding of projects, taking of board minutes, arranging board members travel, allowances and expenses to be paid, and evaluating and monitoring performance of the board

For payments of board member sitting fees use, AFDA FINANCIAL MANAGEMENT – Accounting.

Board Arrangements

The activities involved in arranging for a journey or trip for a board member. Includes preparing travel itineraries, authorisations, entitlements etc.

Entry	Description of Records	Disposal Action
15324	Records documenting the arrangements for meetings including travel, authorisations, entitlements, catering, venue etc.	Destroy 2 years after action completed

Board Meetings

The activities associated with formal gatherings held to oversee the operation and financial management of the agency. Includes recommending new initiatives requiring new legislation and funding; monitoring annual work plans and business cases and maintaining prudential business standards. Also includes meeting arrangements, dispatch of meeting notices and agenda and the taking and distribution of minutes etc.

For activities associated with monitoring the performance of the agency executive, use BOARD MANAGEMENT - Executive Performance Management.

Entry	Description of Records	Disposal Action
15325	Final version of minutes and supporting documents tabled at meetings held by the Board.	Retain as National Archives
15326	Working papers supporting the conduct of Board meetings including agenda, notices of meetings and draft minutes.	Destroy 1 year after action completed

Board Remuneration

The activities of arranging and managing money paid to board members to cover expenses incurred during the term of appointment to the board.

Entry	Description of Records	Disposal Action
15327	Records documenting the arrangement and management of money paid to Board members for expenses. <i>[For payment of claims and accounts use AFDA FINANCIAL MANAGEMENT – Accounting.]</i>	Destroy 7 years after action completed

BOARD MANAGEMENT

The function of managing the governance framework and strategic direction of the agency. Includes providing advice, authorising the funding of projects, taking of board minutes, arranging board members travel, allowances and expenses to be paid, and evaluating and monitoring performance of the board

For payments of board member sitting fees use, AFDA FINANCIAL MANAGEMENT – Accounting.

Executive Performance Management

The process of monitoring and evaluating the performance of the Chief Executive Officer (CEO) so that the organisation's goals and objectives are achieved.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15328	Records documenting performance agreement with the CEO. Includes final version of agreement, notes from meetings with CEO and assessment and review reports.	Destroy 5 years after agreement superseded

Procedures

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

For policies approved by the Board, use POLICING INFORMATION SERVICES – Policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15329	Master set of procedures supporting the board management function.	Destroy 7 years after procedure superseded
15330	Records documenting development of procedures to support the board management function.	Destroy 2 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Accreditation Services

The activities associated with processing applications from prospective accredited agencies other than a police service, to enable access to criminal history record checking services. Includes receiving and assessing applications against accreditation criteria and managing the provision of services to accredited agencies.

For the negotiation and formalising of the terms and conditions of access and signing of agreements with accredited agencies use, POLICING INFORMATION SERVICES - Agreements.

Entry	Description of Records	Disposal Action
15331	Records documenting the application for access to information. Includes: <ul style="list-style-type: none"> • correspondence • assessments • submissions • reports • advice • notifications of approval • denial of application. <p><i>[For consultations with police commissioners use, POLICING INFORMATION SERVICES – Liaison.]</i></p>	Destroy 5 years after action completed
15332	Records documenting consultations with jurisdictions and agencies on access to national criminal history record checking services. Includes correspondence and advice on processing arrangements. <p><i>[For project related consultations with jurisdictions use POLICING INFORMATION SERVICES - Planning.]</i></p> <p><i>[For consultations with police commissioners use POLICING INFORMATION SERVICES - Liaison.]</i></p>	Destroy 2 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

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
15333	Final version of addresses made by the CEO, Board members or senior managers at major occasions.	Destroy 10 years after action completed
15334	Final version of addresses delivered in the routine promotion of the agency's operation.	Destroy 6 years after action completed
15335	Working papers documenting the development of addresses, including drafts.	Destroy 1 year after action completed

Advice

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

For advice to Ministers and Members of Parliament use AFDA GOVERNMENT RELATIONS – Advice.

Entry	Description of Records	Disposal Action
15336	Records documenting the receipt of advice that, if not addressed, could have severe impact on the sustainability of the agency. Includes issues relating to: <ul style="list-style-type: none"> • national policing operations • policy • strategy • legislation. 	Destroy 10 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Advice - Continued

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

For advice to Ministers and Members of Parliament use AFDA GOVERNMENT RELATIONS – Advice.

Entry	Description of Records	Disposal Action
15337	Records documenting the receipt of advice that, if not addressed, could cause significant embarrassment to the agency. Includes issues relating to local policing operations or major administrative matters.	Destroy 5 years after action completed
15338	Records documenting the receipt of advice that, if not addressed, would have minimal impact on the agency. Includes minor operational and administrative issues.	Destroy 2 years after action completed

Agreements

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

For processing applications from third parties for accreditation use, POLICING INFORMATION SERVICES - Accreditation Services.

Entry	Description of Records	Disposal Action
15339	Final version of agreements including Inter-Governmental Agreement and Memoranda of Understanding with jurisdictions.	Retain as National Archives
15340	Records documenting the negotiation, establishment, maintenance and review of agreements. Includes Inter-Governmental Agreements and Memoranda of Understanding.	Destroy 10 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Agreements - Continued

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

For processing applications from third parties for accreditation use, POLICING INFORMATION SERVICES - Accreditation Services.

Entry	Description of Records	Disposal Action
15341	Final version of agreements and Memoranda of Understanding with accredited agencies.	Destroy 5 years after expiry 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.

For audits relating to monitoring of accredited agencies compliance use, POLICING INFORMATION SERVICES - Compliance Monitoring.

Entry	Description of Records	Disposal Action
15342	Final internal and external audit reports relating to the policing information services function.	Destroy 10 years after action completed
15343	Records documenting the planning and conduct of internal and external audits relating to the policing information services function. Includes notes taken at interview, minutes of meetings, draft report.	Destroy 5 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Committees

The activities associated with the management of agency committees including User Advisory Groups and specialist reference groups involved in agency programs. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Entry	Description of Records	Disposal Action
15344	Records documenting: <ul style="list-style-type: none"> • the establishment of committee • terms of establishment of committee • recommendations • briefing notes • discussion papers • agenda • final of minutes. 	Destroy 10 years after action completed
15345	Working papers documenting administrative arrangements for travel, accommodation etc for committee members and guests.	Destroy 2 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Compliance Monitoring

The activities associated with the on-going compliance review of criminal history processing environments of accredited agencies.

For audits relating to policing information services function, use POLICING INFORMATION SERVICES – Audit.

For financial audits, use AFDA FINANCIAL MANAGEMENT – Audit.

For audits conducted on the planning and management of the agency, use AFDA STRATEGIC MANAGEMENT – Audit.

Entry	Description of Records	Disposal Action
15346	Final report of compliance audit of accredited agencies and associated correspondence with stakeholders. Includes records documenting the results of review and follow up action with accredited agencies.	Destroy 5 years after action completed
15347	Records documenting the review of accredited agency compliance monitoring criteria, planning, conducting audits and audit plans.	Destroy 2 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Conferences

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

For training provided to external agencies, use POLICING INFORMATION SERVICES - Training Services.

For non-Agency specific staff training, use AFDA STAFF DEVELOPMENT.

For publication of conference proceedings, use AFDA PUBLICATION – Production.

Entry	Description of Records	Disposal Action
15348	Records documenting arrangements for agency conferences including: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings. 	Destroy 3 years after action completed
15349	Reports assessing the conduct of agency conferences. Includes feedback forms.	Destroy 3 years after report finalised
15350	Records of unpublished proceedings and agency conferences. Includes presentations by agency staff.	Destroy after reference ceases

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

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
15351	Records documenting contract management relating to the management of the agency's policing information services function. Includes minutes of meetings with stakeholders; performance and evaluation reports.	Destroy 7 years after action completed

Customer Service

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

For the management of complaints relating to Agency Services, use POLICING INFORMATION SERVICES - Public Reaction

For Help Desk services use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Operations.

Entry	Description of Records	Disposal Action
15352	Records documenting the development of service charters and directives relating to the service of clients.	Destroy 6 years after charter or directive superseded
15353	Records documenting the planning, monitoring and evaluation of customer service.	Destroy 3 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Enquiries

The activities associated with the handling of requests for information about the organisation's services including accreditation, criminal history checking etc by the general public, organisation employees or another organisation.

Entry	Description of Records	Disposal Action
15354	Records documenting the handling of public enquiries about the agency and its programs and services.	Destroy 2 years after action completed

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.

Entry	Description of Records	Disposal Action
15355	Records documenting agency membership of international committees such as the Interpol Automated Fingerprint Identification System Experts Working Group.	Destroy 7 years after action completed
15356	Records documenting liaison with state and federal police commissioners and police services.	Destroy 5 years after action completed
15357	Records documenting liaison with agencies. Includes jurisdictions, Commonwealth agencies, non police law enforcement agencies, Privacy Commissioners etc.	Destroy 5 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Meetings

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

For activities relating to Board meetings, use BOARD MANAGEMENT - Board Meetings.

Entry	Description of Records	Disposal Action
15358	Final version of minutes and supporting documents tabled at meetings held in support of policing information services. Includes meeting with external agencies. <i>[For committees meetings, use POLICING INFORMATION SERVICES – Committees.]</i>	Destroy 7 years after action completed
15359	Working papers documenting the conduct and administration of meetings held to support the policing information services function. Includes agenda, notices of meetings and draft minutes.	Destroy 2 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Planning

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

For planning of accredited agency compliance audits use, POLICING INFORMATION SERVICES - Compliance Monitoring

Entry	Description of Records	Disposal Action
15360	Final version of agency-wide policing information service plans.	Destroy 7 years after plan superseded
15361	Final version of approved project plans.	Destroy 7 years after action completed
15362	Working papers relating to proposals, creation, drafting and approval of project plans.	Destroy 5 years after action completed
15363	Documenting studies and investigations of proposed projects.	Destroy 5 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

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
15364	Records documenting the development and establishment of the agency's policing information policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents • national policy statements. 	Retain as National Archives
15365	Records documenting the development of charging policy for access to information and systems.	Destroy 5 years after policy superseded
15366	Records documenting the development of policy on access to systems and information and equipment integration with jurisdictions. Includes discussions with jurisdictions and criminal history records handling.	Destroy 5 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Procedures

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

Entry	Description of Records	Disposal Action
15367	Master set of records documenting procedures for use of agency systems.	Destroy 3 years after procedure superseded
15368	Records documenting development, maintenance and review of procedures for using agency systems.	Destroy 1 year after production of procedure

Project Management

The development, implementation and administration of projects to achieve formulated objectives using agency approved methodology.

For non project specific reports use, *POLICING INFORMATION SERVICES – Reporting.*

Entry	Description of Records	Disposal Action
15369	Records documenting the initiation of a project. Includes: <ul style="list-style-type: none"> • business case • risk identification • planning • assembling project initiation document. 	Destroy 7 years after action completed
15370	Records documenting the controlling stage of projects. Includes: <ul style="list-style-type: none"> • reporting highlights and progress • reviewing actions and progress • authorisation of action • undertaking corrective action. 	Destroy 7 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Project Management - Continued

The development, implementation and administration of projects to achieve formulated objectives using agency approved methodology.

For non project specific reports use, POLICING INFORMATION SERVICES – Reporting.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15371	Records documenting management of stage project boundaries. Includes: <ul style="list-style-type: none"> • planning • exception plans • updating business case and project plan • reporting progress • maintaining risk logs. 	Destroy 7 years after action completed
15372	Records documenting the closing of a project. Includes: <ul style="list-style-type: none"> • identifying follow-on action • project evaluation • lessons learned • end project report. 	Destroy 7 years after action completed
15373	Working papers used in formal project management.	Destroy 2 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

For reporting on public reaction, use POLICING INFORMATION SERVICES – Reporting.

For policy on public reaction, use POLICING INFORMATION SERVICES – Policy.

Entry	Description of Records	Disposal Action
15374	Records documenting public reaction and agency responses to matters that impact on the agency.	Destroy 10 years after action completed
15375	Records documenting public reaction and agency responses to matters with minimal impact on the agency.	Destroy 6 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Record Checking

The activities involved in checking criminal history record information provided by a jurisdiction/authorised agency against the agency's information sources (eg National Name Index (NNI)). Includes forwarding results of checks to jurisdictions/accredited agencies.

Entry	Description of Records	Disposal Action
15376	Records documenting referrals for record checking held within electronic systems.	Destroy 50 years after action completed
15377	Records documenting the management of record checking services.	Destroy 1 year after action completed
15378	Records documenting requests and results for criminal history records checks.	Destroy 3 months after date received
15379	Records documenting criminal history information received from police services for onforwarding to accredited agencies and police services.	Destroy 1 month after date referred

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Reporting

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

For results of primary research conducted to analyse or derive solutions use, POLICING INFORMATION SERVICES – Research.

For progress and final reports on specific projects use, POLICING INFORMATION SERVICES – Project Management.

Entry	Description of Records	Disposal Action
15380	Final versions of reports to the Board.	Destroy 10 years after action completed
15381	Final versions of reports, including those to jurisdictions and other agencies. Includes: <ul style="list-style-type: none"> • recommendations • project progress • exception reports • completion reports. 	Destroy 10 years after action completed
15382	Records documenting the development of all reports. Includes drafts and comments received.	Destroy 5 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

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
15383	Records documenting major research carried out to broaden and support the policing information services function.	Destroy 10 years after action completed
15384	Records documenting minor research carried out to support the policing information services function.	Destroy after 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
15385	Records documenting reviews of agency programs and operations. Includes establishment of review, action plans and final reports.	Destroy 5 years after action completed
15386	Working papers of reviews of agency programs and operations. Includes methodologies for reviews, action plans, preparation of reports.	Destroy 3 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

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>
15387	Records documenting all stages of risk management. Includes: <ul style="list-style-type: none"> • risk assessments • treatment schedules • action plans. <p><i>[For final versions of risk reports sent to the Board, use POLICING INFORMATION SERVICES – Reporting.]</i></p>	Destroy 7 years after action completed
15388	Register of risks.	Destroy 7 years after register closed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Service Costing

The activities associated with developing and reviewing costing and pricing models that are applicable to new or existing service lines including software. Includes calculations and costing and pricing proposals.

For processing payment of services, use AFDA FINANCIAL MANAGEMENT – Accounting.

For submissions on pricing, use POLICING INFORMATION SERVICES – Submissions.

Entry	Description of Records	Disposal Action
15389	Records documenting financial modelling undertaken for costing of access to agency systems and information provision.	Destroy 7 years after action completed

Submissions

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

Entry	Description of Records	Disposal Action
15390	Final version of submissions made to the Board on proposed new projects and alterations to current projects.	Destroy 10 years after action completed
15391	Working papers documenting submissions to the Board on proposed new projects and alterations to current projects.	Destroy 5 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Tendering

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

See also AFDA FINANCIAL MANAGEMENT.

Entry	Description of Records	Disposal Action
15392	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statements of requirements • request for proposals • expression of interest • request for tender • draft contract. 	Destroy 7 years after tender process completed
15393	Records documenting the evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out evaluation process • evaluation reports • recommendations • final report • public notices. 	Destroy 7 years after tender process completed
15394	Records documenting the post-offer negotiations and due diligence checks.	Destroy 7 years after action completed
15395	Records documenting the unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing session.	Destroy 2 years after tender process completed or decision made not to continue with the tender

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Tendering - Continued

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

See also AFDA FINANCIAL MANAGEMENT.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15396	Tender register.	Destroy 7 years after action completed
15397	Records documenting signed contracts under seal resulting from tenders and supporting documents.	Destroy 20 years after completion or other termination of contract
15398	Records documenting signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
15399	Contract register.	Destroy 7 years after action completed

POLICING INFORMATION SERVICES

The function of providing policing information services to meet the needs of operational policing, justice administration and third parties, such as accredited external agencies. Includes negotiating, establishing and maintaining agreements for information services, and providing record checking services for accredited agencies. Includes arranging meetings and conferences held by the organisation to support the function. Includes the review of systems and processes used to support the delivery and exchange of information services, developing costing models for the delivery of these services, and processing applications for accreditation, distribution of products and provision of agency specific training.

For processing payments from subscriptions or fee for service use, AFDA FINANCIAL MANAGEMENT - Accounting.

For developing, modifying and maintaining specific applications to meet business needs use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For maintaining and using the organisation's databases use, AFDA TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Training Services

The activities associated with all aspects of providing training to police and accredited agencies. Includes designing, developing, implementing and evaluating customised training programs.

For non Agency-specific staff training use, AFDA STAFF DEVELOPMENT.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15400	Records documenting proceedings of training. Includes: <ul style="list-style-type: none"> • summaries • reports • papers presented. 	Destroy 5 years after action completed
15401	Records documenting arrangements for training and workshops. Includes: <ul style="list-style-type: none"> • proposals • approvals • venue arrangements • program development • agenda. 	Destroy 3 years after action completed