



**Australian Government**  

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**National Archives of Australia**

**Records Authority**  
**Department of Parliamentary**  
**Services**

Job no 2007/00210158

29 February 2008

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## INTRODUCTION

The Department of Parliamentary Services (DPS) 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 listed functions of the DPS. It represents a significant commitment on behalf of the DPS to understand, create and manage the records of its activities.

This Authority provides coverage for the records of the core business areas of the DPS, the agency charged with the task of providing a range of services to the Parliament of Australia. The services include a number of building management services and facilities, as well as the security of the Parliament House building, its occupants and external perimeter.

This Authority uses a classification scheme based on an analysis of the business of the agency. It takes into account the DPS's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the DPS 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 DPS 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 DPS can use the following tools to dispose of their records:

- this Records Authority covering the DPS'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.

## APPLICATION OF THIS AUTHORITY

1. This Records Authority applies to all functional records controlled by the Department of Parliamentary Services (DPS), with the exception of records relating to the function of Parliamentary Broadcasting and Hansard, and Information, Analysis and Advisory Services which will be covered in separate records authorities.
2. The classes in this Records Authority supersede those in Records Disposal Authority (RDA) 633 and Records Disposal Authority (RDA) 831. They also supersede all classes in Records Disposal Authority (RDA) 603, with the exception of class 2.2, which will be covered by a separate records authority.
3. Records Disposal Authority (RDA) 633 and Records Disposal Authority (RDA) 831 are hereby terminated and cannot be used to destroy or dispose of records created on or after the date of issue of this Authority. Records Disposal Authority (RDA) 603 is also terminated, with the exception of class 2.2.
4. 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.
5. 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 the DPS such as encrypted records and source records that have been copied.
6. 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.
7. The classes in this Records Authority can be used to sentence records created by the DPS and the Parliament House Construction Authority unless otherwise specified within the class description.
8. Records already sentenced under RDA 633, RDA 831 and RDA 603 (with the exception of class 2.2), do not need to be resentenced:
  - provided they are retained for the minimum periods set out in the relevant superseding classes, or
  - unless they are already sentenced as retain permanently using the previous RDAs and fall within the scope of this Authority.
9. 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 DPS will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
10. In general, retention requirements indicate a minimum period for retention. The DPS may extend minimum retention periods if it considers that there is an administrative need to do so. Where the DPS 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.

11. The DPS may destroy certain records without the 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](http://www.naa.gov.au).
12. 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.
13. Records in the care of the DPS should be appropriately stored and preserved. The DPS 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.
14. 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.
15. Advice on how to use this Authority is available from the DPS'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)



# AUTHORISATION

## RECORDS AUTHORITY

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

The Acting Secretary  
Department of Parliamentary Services  
Parliament House  
Canberra ACT 2600

**Purpose:**

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

**Application:**

BOARD MANAGEMENT  
BUILDING AND DESIGN MANAGEMENT  
BUSINESS AND FACILITY SERVICES  
COLLECTION MANAGEMENT  
HEALTH AND RECREATION SERVICES  
PARLIAMENTARY AWARDS  
PARLIAMENTARY INSURANCE  
PARLIAMENTARY PROTECTION

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:**

29/02/2008.

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## BOARD MANAGEMENT

The function of managing the Parliament House Construction Authority. Includes Board meetings, appointments and remuneration.

For strategic management of the Authority, other than the Board of Management, use STRATEGIC MANAGEMENT.

For management of staff of the Authority, other than the Board of Management, use PERSONNEL.

### Board Appointments

The activity of supporting appointments to the Board of the Parliament House Construction Authority, as well as appointments by the Board of the Parliament House Construction Authority. Includes resignations, dismissals, re-appointments and recommendations.

Entry	Description of records	Disposal action
15671	Records supporting appointments to the Board. Includes: <ul style="list-style-type: none"> <li>• letters of appointment</li> <li>• letters of resignation.</li> </ul>	Retain as national archives

### Board Meetings

The activities associated with meetings of the Board of the Parliament House Construction Authority. Includes arrangements, agendas, taking of minutes, etc.

Entry	Description of records	Disposal action
15672	Records documenting meetings held by the Parliament House Construction Authority. Includes meeting minutes, and agendas.	Retain as national archives
15673	Working papers documenting the conduct and administration of Board meetings. Includes: <ul style="list-style-type: none"> <li>• venue details and arrangements</li> <li>• notification of meetings</li> <li>• draft agendas</li> <li>• drafts.</li> </ul>	Destroy 2 years after last action

### Remuneration

The activities involved in the remuneration of Parliament House Construction Authority members. Includes allowances, leave and superannuation.

Entry	Description of records	Disposal action
15674	Records documenting the remuneration of members of the Parliament House Construction Authority.	Destroy 75 years after the date of birth of the board member or 7 years after last action, whichever is later

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### 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.

*For the tendering process to acquire global furniture, fabrics and fittings for the new Parliament House, use BUILDING AND DESIGN MANAGEMENT - Tendering.*

*For the purchase of garden equipment, use EQUIPMENT & STORES - Acquisition.*

*For the management of contracts to provide goods and services, use BUILDING AND DESIGN MANAGEMENT – Contracting-out.*

Entry	Description of records	Disposal action
15675	Records documenting the acquisition of equipment, goods and services required to support the building and design management function where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract.) Includes: <ul style="list-style-type: none"> <li>• invoices</li> <li>• purchase orders</li> <li>• correspondence relating to the acquisition.</li> </ul>	Destroy 7 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
15677	Records documenting final versions of the receipt and provision of advice by the department from the Minister, the architect, Presiding Officers or Joint Committees on significant building and design management issues such as the integrity of the building design. Includes: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes providing advice to and from the Minister, architect, Presiding Officers and Joint Committees</li> <li>• Ministerial statements</li> <li>• government responses to inquiry recommendations</li> <li>• proposals.</li> </ul>	Retain as national archives

## BUILDING AND DESIGN MANAGEMENT

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For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Advice - Continued

Entry	Description of records	Disposal action
15678	Records documenting the receipt and provision of advice by the Parliament House Construction Authority on significant building and design management issues. Includes: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes providing coordinated comments</li> <li>• Ministerial statements</li> <li>• responses to inquiry recommendations</li> <li>• advice to other agencies.</li> </ul>	Retain as national archives
15679	Records documenting the receipt and provision of advice concerning specific work programs, such as advice on the administration of programs, and on the general administration of the building and design management function.	Destroy 3 years after last action
15680	Working papers relating to the preparation of advice regarding the building and design management function. Includes drafts and comments.	Destroy 1 year after last action

### Agreements

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

Entry	Description of records	Disposal action
15684	Records documenting the establishment, maintenance, review and negotiation of agreements negotiated by the Parliament House Construction Authority and relating to the building and design management function.	Retain as national archives
15685	Records documenting the establishment, maintenance, review and negotiation by the department of signed contracts and agreements under seal and relating to the building and design management function.	Destroy 12 years after expiry or other termination of agreement

## BUILDING AND DESIGN MANAGEMENT

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For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Agreements - Continued

Entry	Description of records	Disposal action
15686	Records documenting the establishment, maintenance, review and negotiation of simple contracts and agreements negotiated by the department and relating to the building and design management function.	Destroy 7 years after expiry or other termination of agreement
15687	Working papers relating to establishment, maintenance and review of agreements.	Destroy 1 year after last action

### 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
15721	Final version of internal and external audit reports relating to the building and design management function. Includes energy audits.	Destroy 10 years after last action
15722	Records documenting the planning and conduct of internal and external audits relating to the building and design management function. Includes: <ul style="list-style-type: none"> <li>• liaison with auditing body</li> <li>• minutes of meetings</li> <li>• comments</li> <li>• draft reports.</li> </ul>	Destroy 10 years after last action

## BUILDING AND DESIGN MANAGEMENT

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For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### 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
15688	Records documenting approval of works undertaken for Parliament House obtained from other government agencies, Parliament and the Presiding Officers. Includes applications for approvals made and notifications received.  <i>[For submissions made to Parliament, Presiding Officers and other relevant organisations, use BUILDING AND DESIGN MANAGEMENT - Submissions.]</i>	Retain as national archives
15689	Delegations of power to departmental staff to authorise administrative action relating to the building and design management function.	Destroy 10 years after delegation expires or is revoked
15690	Authorisations for administrative action relating to the building and design management function.	Destroy 7 years after last action

### Building Performance Management

The process of identifying, developing and evaluating performance in relation to the building and its surrounds to achieve the organisation's goals and objectives, to enhance the functionality and preservation of the building, and to promote a safe environment. Includes the development of performance and/or design integrity measures.

*For testing of building components and systems, use BUILDING AND DESIGN MANAGEMENT - Testing.*

*For inspections undertaken to measure the condition of the building, use BUILDING AND DESIGN MANAGEMENT - Inspections.*

Entry	Description of records	Disposal action
15691	Records documenting building performance. Includes the various indices developed to measure the performance of the building, furniture, landscape sustainability design and engineering systems.	Retain as national archives

## BUILDING AND DESIGN MANAGEMENT

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For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

*For insurance claims relating to the art and historical memorials collections, use COLLECTION MANAGEMENT - Claims.*

*For insurance claims relating to professional indemnity, use PARLIAMENTARY INSURANCE - Claims.*

*For insurance policies and annual renewals relating to public liability of Senators, Members, occupants of and visitors to Parliament House or the construction of Parliament House, use BUILDING AND DESIGN MANAGEMENT - Insurance (Parliamentary).*

Entry	Description of records	Disposal action
15723	Records documenting public liability claims made by Senators, Members, occupants of and visitors, including children, to Parliament House. Includes: <ul style="list-style-type: none"> <li>• copies of claims</li> <li>• reports</li> <li>• correspondence relating to the claim.</li> </ul>	Destroy 25 years after last action
15724	Records documenting insurance claims made during the construction phase of Parliament House. Includes: <ul style="list-style-type: none"> <li>• copies of claims</li> <li>• reports</li> <li>• correspondence relating to the claim.</li> </ul>	Destroy 7 years after last action
15725	Records documenting insurance claims relating to the Parliamentary building, fabric, landscape and building contents. Excludes the art and historical memorials collections.	Destroy 7 years after last action



## BUILDING AND DESIGN MANAGEMENT

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For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Committees

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

*For audit committees, use STRATEGIC MANAGEMENT - Committees.*

Entry	Description of records	Disposal action
15692	Records of committees formed to consider matters relating to the building and design management function. Includes documents establishing the committee, final versions of minutes, reports, recommendations, and supporting documents such as briefing papers and discussion papers.	Destroy 10 years after last action
15693	Working papers documenting the conduct and administration of committees which consider matters relating to the building and design management function. Includes: <ul style="list-style-type: none"> <li>• agendas</li> <li>• notices of meeting</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

### Compliance

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

*For inspections measuring compliance with statutory obligations, building standards and other requirements, use BUILDING AND DESIGN MANAGEMENT - Inspections.*

Entry	Description of records	Disposal action
15694	Records documenting compliance with mandatory or optional standards or statutory requirements relating to the building and design management function.	Destroy 10 years after last action

## BUILDING AND DESIGN MANAGEMENT

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For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Conservation

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

*For the registering of species used in the Parliamentary gardens, use BUILDING AND DESIGN MANAGEMENT - Control.*

Entry	Description of records	Disposal action
15695	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of the Parliament House building, its fabric and landscape.	Retain as national archives
15696	Working papers generated in the process of the preservation, protection, maintenance, restoration and enhancement of the Parliament House building, its fabric and landscape. Includes worksheets.	Destroy after reference ceases

### Construction

The process of making or building something.

*For construction tenders, use BUILDING AND DESIGN MANAGEMENT - Tendering.*

*For the management of construction related contracts, use BUILDING AND DESIGN MANAGEMENT - Contracting-out.*

Entry	Description of records	Disposal action
15697	Records documenting the construction of Parliament House, undertaken by the Parliament House Construction Authority. Includes: <ul style="list-style-type: none"> <li>• project management plans</li> <li>• building plans and working drawings</li> <li>• building inspection reports</li> <li>• specifications</li> <li>• statements of requirement</li> <li>• official set of construction photographs.</li> </ul>	Retain as national archives
15698	Working papers documenting construction activities on Parliament House. Includes drafts, duplicate copies and unofficial construction photographs.	Destroy when reference ceases

## BUILDING AND DESIGN MANAGEMENT

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For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Construction - Continued

Entry	Description of records	Disposal action
15775	Records documenting construction activities relating to Parliament House undertaken by the department. Includes: <ul style="list-style-type: none"> <li>• project management plans</li> <li>• building plans and working drawings</li> <li>• statements of requirement</li> <li>• official set of construction photographs.</li> </ul>	Destroy when building becomes obsolete

### 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
15699	Records documenting contract management by the Parliament House Construction Authority relating to the building and design of Parliament House. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Retain as national archives
15700	Records documenting contract management by the department relating to the building and design management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 12 years after expiry or other termination of agreement
15701	Working papers documenting the general administration of contracting-out relating to the building and design management function. Includes drafts.	Destroy after reference ceases

## BUILDING AND DESIGN MANAGEMENT

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For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### 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
15702	Records documenting the final version of control mechanisms relating to the building and design management function. Includes plant species registers, project registers, irrigation control system registers, architect and engineer registers and metadata.	Retain as national archives
15703	Records documenting creation, maintenance, and evaluation of control mechanisms relating to the building and design management function. Includes documentation on specifications, proposals and evaluation reports.	Destroy 7 years after superseded
15704	Working papers supporting the creation, maintenance and evaluation of control systems relating to the building and design management function. Includes drafts and copies.	Destroy 2 years after last action

### Customer Service

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

*For the production of the departmental service charter, use PUBLICATION - Production.*

Entry	Description of records	Disposal action
15705	Records documenting the customer service cases relating to the building and design management function that have been raised in Parliament or gained media attention.	Retain as national archives
15706	Records documenting the development of service charters relating to the building and design management function.	Destroy 3 years after superseded
15707	Records documenting the planning, monitoring, and evaluation of customer services issues relating to the building and design management function that do not gain media attention and are not raised in Parliament.	Destroy 3 years after last action

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Evaluation

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

*For the evaluation of customer services issues, use BUILDING AND DESIGN MANAGEMENT, Customer Service.*

*For the evaluation of control mechanisms, use BUILDING AND DESIGN MANAGEMENT - Control.*

Entry	Description of records	Disposal action
15708	Records documenting the evaluation of systems and services by the Parliament House Construction Authority and relating to the building and design management function.	Retain as national archives
15709	Records documenting the evaluation and ongoing monitoring of systems and services by the department and relating to the building and design management function. Includes condition assessment reports and the evaluation of flora and fauna and equipment.	Destroy 7 years after last action

### Feedback

The activities associated with the handling of complaints, compliments and suggestions. Includes the investigation and information gathering conducted as a result of formal complaints.

Entry	Description of records	Disposal action
17754	Records documenting complaints, compliments and suggestions, relating to the building and design management function, that are raised in Parliament or receive extensive media coverage. Includes the receipt, investigation and reply to complaints, compliments and suggestions.	Retain as national archives
17755	Records documenting complaints, compliments and suggestions, relating to the building and design management function, that are not raised in Parliament and do not receive extensive media coverage. Includes the receipt, investigation and reply to complaints, compliments and suggestions.	Destroy 7 years after last action

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Fit-outs

The process of establishing or refurbishing a workplace. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

Entry	Description of records	Disposal action
15710	Records documenting the fit-out of Parliament House. Includes the construction phase, and on-going fit-outs undertaken that involve Parliamentary fabrics, global furniture and Parliamentary furniture relating to the design integrity of the building.	Retain as national archives
15711	Records documenting fit-outs involving departmental furniture and fittings. Includes economic justification and any required notification of intent.	Destroy 7 years after last action

### Inspections

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

*For any inspection work undertaken during the construction of Parliament House, use BUILDING AND DESIGN MANAGEMENT - Construction.*

Entry	Description of records	Disposal action
15712	Records documenting the inspections undertaken in relation to measuring the condition index of the building, plant performance and audit and compliance with statutory obligations.	Destroy when building becomes obsolete
15713	Records documenting the routine inspections of the building and landscape in order to comply with building standards and other requirements. Includes plumbing, electrical inspections, compilation of registers and tests undertaken as part of the inspection process.	Destroy 7 years after last action

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

*For any installation work undertaken during the construction of the new Parliament House, use BUILDING AND DESIGN MANAGEMENT - Construction.*

*For installation of security equipment, use PARLIAMENTARY PROTECTION - Installation.*

Entry	Description of records	Disposal action
15714	Records documenting installation which is undertaken as a works project. Includes: <ul style="list-style-type: none"> <li>• project management plans</li> <li>• statements of requirement</li> <li>• quality assurance check lists.</li> </ul>	Destroy when equipment or plant is replaced
15715	Records documenting the installation processes for chargeable events at Parliament House.	Destroy 7 years after last action
15716	Records documenting installation activities relating to the building and design management function which are not considered to be works projects and not associated with chargeable events at Parliament House.	Destroy 3 years after last action

### Insurance (Parliamentary)

The process of taking out premiums to cover loss or damage to property or premises, and to cover Parliament House occupants and visitors against injury or death resulting from incidents in Parliament House.

*For insurance policies and annual renewals relating to the art and historical memorials collections, use COLLECTION MANAGEMENT - Insurance (Parliamentary).*

*For insurance policies and annual renewals relating to professional indemnity, use PARLIAMENTARY INSURANCE - Insurance (Parliamentary).*

*For insurance claims relating to public liability of Senators, Members, occupants of and visitors to Parliament House or the construction of Parliament House, use BUILDING AND DESIGN MANAGEMENT - Claims.*

Entry	Description of records	Disposal action
15717	Records documenting public insurance policies covering all Senators, Members, occupants of and visitors to Parliament House. Includes the annual renewal of policies.	Destroy 25 years after policy expires

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Insurance (Parliamentary) - Continued

Entry	Description of records	Disposal action
15718	Records documenting insurance policies for the Parliamentary building, landscape, fabric and building contents. Excludes coverage of the art and historical memorial collections.	Destroy 7 years after policy expires
15719	Records documenting insurance policies for the construction of Parliament House. Includes the annual renewal of policies.	Destroy 7 years after policy expires

### Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

Entry	Description of records	Disposal action
15720	Records documenting inventories which record hazardous materials.	Destroy 75 years after last action
15726	Inventories relating to the building and design management function, excluding hazardous materials.	Destroy when reference ceases

### Investigations

The process of analysing, assessing and determining the work required to be undertaken. Includes establishing trends and prioritising, cost analysis and risk analysis of works projects.

Entry	Description of records	Disposal action
15727	Records documenting the analysis, assessment and determination of work required to be undertaken for the building and design management function. Includes: <ul style="list-style-type: none"> <li>• investigation reports</li> <li>• investigation requests</li> <li>• cost analysis</li> <li>• risk analysis of works projects.</li> </ul>	Destroy when building becomes obsolete



## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Leasing

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

Entry	Description of records	Disposal action
15728	Records documenting the leasing of property where the department is the lessee. Includes: <ul style="list-style-type: none"> <li>• space and accommodation assessments</li> <li>• negotiations</li> <li>• cost-benefit analyses</li> <li>• signed leases.</li> </ul>	Destroy 7 years after lease expires or is terminated
15729	Records documenting the on-going management of leases relating to the building and design management function.	Destroy 7 years after lease expires or is terminated

### 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
15730	Records documenting the liaison activities of the Parliament House Construction Authority.	Destroy 25 years after last action
15731	Records documenting the liaison activities of the department relating to the building and design management function. Includes: <ul style="list-style-type: none"> <li>• contact lists</li> <li>• meeting notes</li> <li>• exchanged information</li> <li>• routine correspondence.</li> </ul>	Destroy 7 years after last action

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Maintenance

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

*For the maintenance of security equipment use PARLIAMENTARY PROTECTION - Maintenance.*

Entry	Description of records	Disposal action
15732	Records documenting the maintenance, repairs, modifications and preservation of Parliament House fabric, Parliamentary furniture and landscape. Includes work orders and maintenance reports.	Destroy when building becomes obsolete
15733	Records documenting the maintenance of departmental furniture.	Destroy 1 year after disposal of furniture

### Manufacturing

The activities associated with producing, processing or assembling goods in the provision of fabrics and finishes for Parliament House. Includes the initial manufacturing of furniture and fittings and the ongoing control of supply of fabrics, fittings and furniture for Parliament House.

*For the design of the furniture, use BUILDING AND DESIGN MANAGEMENT - Parliamentary Design.*

Entry	Description of records	Disposal action
15734	Records documenting the manufacture of furniture and fittings for Parliament House and landscape during the construction stage.	Retain as national archives
15735	Records documenting the manufacturing undertaken by the department following the construction stage relating to the building and design management function.	Destroy 7 years after last action
15736	Records documenting the manufacture of components and replacement of fittings relating to the building and design management function.	Destroy when reference ceases

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### 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 the minutes, etc of the Parliament House Construction Authority Board Meetings, use BOARD MANAGEMENT - Board Meetings.*

*For committee meetings, use BUILDING AND DESIGN MANAGEMENT - Committees.*

*For meetings held to plan or conduct internal and external audits, use BUILDING AND DESIGN MANAGEMENT - Audit.*

*For contract management meetings with stakeholders, use BUILDING AND DESIGN MANAGEMENT – Contracting-out.*

*For liaison meetings held by the department or Parliament House Construction Authority, use BUILDING AND DESIGN MANAGEMENT - Liaison.*

Entry	Description of records	Disposal action
15737	Final versions of minutes and supporting documents tabled at meetings held to support the building and design management function. Includes work group meetings and meetings with external agencies.	Destroy 3 years after last action
15738	Working papers documenting the conduct and administration of meetings held to support the building and design management function. Includes agendas, notices of meetings and draft minutes.	Destroy when reference ceases

### Moving

The process of relocation of an agency, business unit, workgroup or individual.

*For the relocation of individual employees, use PERSONNEL - Moving.*

Entry	Description of records	Disposal action
15739	Records documenting the moving of politicians, staff, office equipment and the symbols of Parliament, such as mace, black rod and dispatch boxes, to Parliament House.	Destroy 25 years after last action
15740	Records documenting the relocation of the department's business operations. Includes inventories, costings and records detailing arrangements with removalists.	Destroy 2 years after last action

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Parliamentary Design

The activities associated with the management and documentation of the design of the built and natural environment of Parliament House. Includes electrical design, architectural design, landscape design, and fabric design and signage.

*For competitions to select the design of Parliament House, use BUILDING AND DESIGN MANAGEMENT - Parliamentary Design Competitions.*

Entry	Description of records	Disposal action
15741	Records documenting the design of Parliament House fabrics, furniture, landscape and signage. Includes design brief, drawings and models.	Retain as national archives
15742	Records documenting significant changes to the design of the Parliament House fabrics, furniture, landscape and signage, such as the extensive renovation or remodelling of the landscape or building, or the development of new fabrics, furniture or signage.	Retain as national archives
15743	Records documenting minor changes to the design of the Parliament House fabrics, furniture, landscape and signage, such as amendments to existing designs.	Destroy when building becomes obsolete

### Parliamentary Design Competitions

The activities associated with the competitions for the design of the provisional Parliament House in 1914, and the new Parliament House in 1979.

Entry	Description of records	Disposal action
15744	Records documenting the design competitions for Parliament House. Includes design drawings, plans, models and reports.	Retain as national archives

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Planning

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

*For project management plans (PMP), use BUILDING AND DESIGN MANAGEMENT - Construction.*

*For planning of internal and external audits, use BUILDING AND DESIGN MANAGEMENT - Audit.*

*For planning of customer services, use BUILDING AND DESIGN MANAGEMENT - Customer Service.*

Entry	Description of records	Disposal action
15745	Final versions of the Parliament House Construction Authority plans	Retain as national archives
15746	Final version of plans relating to the building and design management function prepared by the department, including the annual works plan, the 5 year forward works plan and the 100 year plan.	Destroy 5 years after plan is superseded
15747	Final versions of departmental section or business unit work plans relating to the building and design management function.	Destroy 3 years after plan is superseded
15748	Working papers used to develop all plans relating to the building and design management function. Includes: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• reports documenting and analysing issues</li> <li>• comments.</li> </ul>	Destroy when reference ceases

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

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### Policy

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

Entry	Description of records	Disposal action
15749	Records documenting the development and establishment of policies promulgated by the Parliament House Construction Authority. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Retain as national archives
15750	Records documenting the development and establishment of the department's building and design management policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Retain as national archives
15751	Working papers documenting the development of policies relating to the building and design management function. Includes drafts and copies.	Destroy when reference ceases

### Procedures

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

Entry	Description of records	Disposal action
15752	Master set of manuals, handbooks, directives, etc. detailing procedures supporting the building and design management function. Includes the procedures of the Parliament House Construction Authority and the department.	Destroy 5 years after procedure is superseded

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

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### Procedures - Continued

Entry	Description of records	Disposal action
15753	Records documenting the development of procedures supporting the building and design management function.	Destroy 2 years after procedures are superseded
15754	Copies of manuals, handbooks, directives, etc. relating to the building and design management function.	Destroy when reference ceases

### Reporting

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

*For audit reports, use BUILDING AND DESIGN MANAGEMENT - Audit.*

*For performance and evaluation reports relating to contract management, use BUILDING AND DESIGN MANAGEMENT – Contracting-out.*

*For reports on the evaluation of control systems, use BUILDING AND DESIGN MANAGEMENT - Control.*

*For reports documenting investigations into work to be undertaken, BUILDING AND DESIGN MANAGEMENT - Investigations.*

*For maintenance reports, use BUILDING AND DESIGN MANAGEMENT - Maintenance.*

*For reports relating to design competitions for Parliament House, use BUILDING AND DESIGN MANAGEMENT - Parliamentary Design Competitions.*

Entry	Description of records	Disposal action
15755	Surveys undertaken by the Parliament House Construction Authority. Includes survey results and methodology.	Retain as national archives
15756	Final versions of unpublished reports used to support the building and design management function. Includes reports prepared by the department and the Parliament House Construction Authority.	Retain as national archives

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

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### Reporting - Continued

Entry	Description of records	Disposal action
15757	Records documenting internal periodic reports prepared by the department on general administrative matters used to monitor and document recurring activities to support the building and design management function.	Destroy 3 years after last action
15758	Working papers documenting the development of all reports relating to the building and design management function. Includes: <ul style="list-style-type: none"> <li>• draft reports</li> <li>• stakeholder feedback</li> <li>• information analysis reports</li> <li>• copies of reports.</li> </ul>	Destroy when reference ceases

### 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
15759	Records documenting research undertaken by the Parliament House Construction Authority. Includes working papers.	Destroy 15 years after last action
15760	Records documenting research undertaken by the department in relation to the building and design management function. Includes working papers.	Destroy when reference ceases

### Reviewing

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

Entry	Description of records	Disposal action
15761	Records documenting reviews undertaken by the Parliament House Construction Authority. Includes reviews of the design.	Retain as national archives



## BUILDING AND DESIGN MANAGEMENT

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For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Reviewing - Continued

Entry	Description of records	Disposal action
15762	Records documenting reviews of programs and operations undertaken by the department and relating to the building and design management function.	Destroy 25 years after last action
15763	Working papers supporting the review of programs and operations relating to the building and design management function.	Destroy 3 years after last action

### Standards Development

The process of developing standards relating to Parliament House, and implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of Parliament House.

Entry	Description of records	Disposal action
15764	Records documenting the development and implementation of standards to support the building and design management function.	Destroy when building becomes obsolete
15765	Working papers documenting the development of standards relating to the building and design management function. Includes draft and copies.	Destroy when reference ceases

### 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
15766	Records documenting submissions made and received by the Parliament House Construction Authority.	Retain as national archives
15767	Records documenting submissions made by the department relating to the building and design management function. Includes submissions to the body responsible for the planning work within the Parliamentary zone and submissions to the Presiding Officers.	Destroy 25 years after last action

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

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### Submissions - Continued

Entry	Description of records	Disposal action
15768	Working papers documenting the development of all submissions relating to the building and design management 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
15769	Records documenting the development, issue and evaluation of tenders by the Parliament House Construction Authority relating to the building and design of Parliament House. 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> <li>• evaluation documentation</li> <li>• public notices</li> <li>• post offer negotiations</li> <li>• due diligence checks</li> <li>• signed contracts.</li> </ul>	Retain as national archives

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Tendering - Continued

Entry	Description of records	Disposal action
15770	Records documenting the development, issue and evaluation of tenders by the department which lead to contracts under seal and relate to the building and design management function. 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> <li>• evaluation documentation</li> <li>• public notices</li> <li>• post offer negotiations</li> <li>• due diligence checks</li> <li>• signed contracts.</li> </ul>	Destroy 12 years after expiry or other termination of agreement
15771	Records documenting the development, issue and evaluation of tenders by the department which lead to signed simple contracts that relate to the building and design management function. 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> <li>• evaluation documentation</li> <li>• public notices</li> <li>• post offer negotiations</li> <li>• due diligence checks</li> <li>• signed contracts.</li> </ul>	Destroy 7 years after expiry or other termination of agreement
15772	Tender and contract registers.	Destroy 12 years after last entry
15773	Records documenting 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 sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

## BUILDING AND DESIGN MANAGEMENT

The function of designing, constructing and maintaining Parliament House and its surrounds. Includes the development and implementation of the maintenance program, preservation of the design, and management of the building structure, fabric, and landscape. Includes construction and design management processes, maintenance of electrical components, the plant and equipment, fabric services, mechanical services (hydraulic services, air quality systems, main flag operations), the maintenance of the gardens, plant control and chemical storage. Also includes the design competition of both the provisional and new Parliament Houses and the strategic planning focused on future requirements of the building design integrity, furnishing and furniture integrity and sustainability and on engineering services critical to the building's long-term operability.

For the delivery of disposal, storage and waste management services post-1988, use BUSINESS AND FACILITY SERVICES.

For the maintenance, and installation of the security equipment, use PARLIAMENTARY PROTECTION - Maintenance, and PARLIAMENTARY PROTECTION - Installation.

### Testing

The activities associated with assessing whether components and systems conform to specified requirements. Includes inspection requirements listed in project management plans.

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
16358	Records documenting testing relating to the building and design management function.	Destroy when building becomes obsolete

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## BUSINESS AND FACILITY SERVICES

The function of providing and managing a range of services and facilities for Senators, Members and Parliament House occupants, staff and visitors. Includes catering, cleaning, retail services, visitor services, material distribution, storage and waste removal. Also includes facilitating events at Parliament House.

For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### Accreditation

The process of gaining approval or certification in-house or from an external organisation to provide or to undertake services within Parliament House. Includes permits for electrical vehicles.

*For the management of contracts to provide goods and services, use BUSINESS AND FACILITY SERVICES – Contracting-out.*

*For tendering processes to acquire goods and services, use BUSINESS AND FACILITY SERVICES - Tendering.*

Entry	Description of records	Disposal action
15774	Records documenting the permit or accreditation process to operate specialised vehicles and equipment. Includes: <ul style="list-style-type: none"> <li>• applications for permits</li> <li>• assessment of permit applications</li> <li>• permit approvals and refusals</li> <li>• accredited persons lists.</li> </ul>	Destroy 7 years after last action
15776	Records documenting the issue of accreditation in relation to the business and facility services function. Includes tourism industry accreditation. Excludes accreditation to operate specialised vehicles and equipment.	Destroy 3 years after accreditation expires

### 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.

*For the management of contracts to provide goods and services, use BUSINESS AND FACILITY SERVICES – Contracting-out.*

*For tendering processes to acquire goods and services, use BUSINESS AND FACILITY SERVICES - Tendering.*

Entry	Description of records	Disposal action
15777	Copies of records documenting the acquisition of goods and services required to support the business and facility services function where there is no tender or contracting out process ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract.	Destroy 3 years after last action

## BUSINESS AND FACILITY SERVICES

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For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### 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
15778	Records documenting advice issued and received by the Parliament House Construction Authority relating to the business and facility services function. Includes: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• proposals.</li> </ul>	Retain as national archives
15779	Final versions of advice issued to and received from the Minister, Presiding Officers and Joint Committees and relating to the business and facility services function. Includes: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• policy papers</li> <li>• proposals.</li> </ul>	Retain as national archives
15780	Records documenting the receipt and provision of advice by the department concerning specific work programs relating to the business and facility services function. Includes administration of the programs and resulting policies.	Destroy 10 years after last action
15781	Working papers generated by the provision of advice on the general administration of the business and facility services function.	Destroy 1 year after last action

### Agreements

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

*For joint venture agreements, use BUSINESS AND FACILITY SERVICES - Joint Ventures.*

*For negotiation and review of leases, use BUSINESS AND FACILITY SERVICES – Leasing-out.*

Entry	Description of records	Disposal action
15782	Records documenting the establishment, maintenance, review and negotiation of agreements relating to the business and facility services function. Includes final agreements, memorandums of understanding and contracts.	Destroy 12 years after expiry or other termination of agreement
15783	Working papers relating to the establishment, maintenance, negotiation and review of agreements.	Destroy 1 year after last action

## BUSINESS AND FACILITY SERVICES

The function of providing and managing a range of services and facilities for Senators, Members and Parliament House occupants, staff and visitors. Includes catering, cleaning, retail services, visitor services, material distribution, storage and waste removal. Also includes facilitating events at Parliament House.

For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### 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
15784	Final reports of audits conducted externally or internally relating to the business and facility services function.	Destroy 10 years after last action
15785	Records documenting the planning and conduct of internal and external audits relating to the business and facility services function. Includes: <ul style="list-style-type: none"> <li>• liaison with auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft reports</li> <li>• comments.</li> </ul>	Destroy 5 years after last action

### Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
15786	Records of committees formed to consider matters relating to the business and facility services function. Includes documents establishing the committee, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers.	Destroy 5 years after last action
15787	Working papers supporting the conduct and administration of committees which consider matters relating to the business and facility services function. Includes: <ul style="list-style-type: none"> <li>• agendas</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

## BUSINESS AND FACILITY SERVICES

The function of providing and managing a range of services and facilities for Senators, Members and Parliament House occupants, staff and visitors. Includes catering, cleaning, retail services, visitor services, material distribution, storage and waste removal. Also includes facilitating events at Parliament House.

For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### 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
15788	Records documenting contract management relating to the business and facility services function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 12 years after last action
15789	Working papers documenting contract management relating to the business and facility services function.	Destroy when reference ceases

### Customer Service

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

*For complaints and compliments received from the public, use BUSINESS AND FACILITY SERVICES - Feedback.*

*For the publication of service charters, use PUBLICATION - Production.*

Entry	Description of records	Disposal action
15790	Records documenting the planning, monitoring and evaluation of customer service issues relating to the business and facility services function that have escalated to questions raised in Parliament or gained media attention.	Retain as national archives
15791	Records documenting the development of service charters relating to the business and facility services function.	Destroy 3 years after charter is superseded
15792	Records documenting the planning, monitoring, and evaluation of customer service issues relating to the business and facility services function that do not gain media attention and are not raised in Parliament.	Destroy 3 years after last action



## BUSINESS AND FACILITY SERVICES

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For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### Disposal (Parliamentary)

The process of disposing of properties and other material no longer required by Parliament, its occupants or departments, by sale, transfer, termination of lease, auction, donation or destruction. Includes the disposal of waste material.

Entry	Description of records	Disposal action
15793	Records documenting the disposal of lost property that has been left or found at Parliament House. Includes lost property lists.	Destroy 7 years after last action
15794	Records documenting the disposal of properties belonging to Parliament House departments, by sale, transfer, termination of lease, auction, donation or destruction. Excludes disposal of items from the collections of Parliament House. Includes: <ul style="list-style-type: none"> <li>• board of survey forms</li> <li>• assessments and investigations</li> <li>• valuation certificates</li> <li>• details of preparations undertaken before disposal.</li> </ul>	Destroy 7 years after last action
15795	Records documenting the disposal of waste material.	Destroy 2 years after last action

### Enquiries

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

Entry	Description of records	Disposal action
15796	Records documenting enquiries relating to lost property.	Destroy 1 year after last action
15797	Records documenting enquiries relating to Parliament House, its programs, products and services, the Parliamentary system and other related enquiries.	Destroy when reference ceases

## BUSINESS AND FACILITY SERVICES

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For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### Evaluation

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

*For the evaluation of customer services, use BUSINESS AND FACILITY SERVICES, Customer Service.*

Entry	Description of records	Disposal action
15798	Records documenting the evaluation and ongoing monitoring of programs and activities relating to the business and facility services function.	Destroy 7 years after last action

### Event Management

The activities associated with organising events within Parliament House. Includes ceremonial matters and arrangements for visitor passes, equipment, furniture, flags, seating and control of events. Includes official photographs of events.

*For exhibitions of items from the Parliament House collection, use COLLECTION MANAGEMENT - Exhibitions.*

Entry	Description of records	Disposal action
15799	Records documenting the organisation and management of official, ceremonial or formal social occasions involving Royalty, visiting dignitaries and prominent members of the community. Includes: <ul style="list-style-type: none"> <li>• guest lists</li> <li>• invitations</li> <li>• official photographs.</li> </ul>	Retain as national archives
15800	Records documenting the arrangements made for non-Parliamentary or public events. Includes: <ul style="list-style-type: none"> <li>• Parliamentary facility forms</li> <li>• requests for security passes</li> <li>• bookings</li> <li>• confirmations.</li> </ul>	Destroy 7 years after last action
15801	Working papers supporting all events held at Parliament House. Includes drafts and copies.	Destroy when reference ceases

## BUSINESS AND FACILITY SERVICES

The function of providing and managing a range of services and facilities for Senators, Members and Parliament House occupants, staff and visitors. Includes catering, cleaning, retail services, visitor services, material distribution, storage and waste removal. Also includes facilitating events at Parliament House.

For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### Feedback

The activities associated with the handling of complaints, compliments and suggestions. Includes the investigation and information gathering conducted as a result of formal complaints.

Entry	Description of records	Disposal action
15802	Records documenting complaints, compliments, and suggestions relating to the business and facility services function, that are raised in Parliament or receive extensive media coverage. Includes the receipt, investigation and reply to complaints, compliments and suggestions.	Retain as national archives
15803	Records documenting complaints, compliments and suggestions, relating to the business and facility services function, that are not raised in Parliament and do not receive extensive media coverage. Includes the receipt, investigation and reply to complaints, compliments and suggestions.	Destroy 7 years after last action

### Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

Entry	Description of records	Disposal action
15804	Records documenting inventories of items associated with business and facility services provided to Parliament House. Includes: <ul style="list-style-type: none"> <li>• shop stock inventories</li> <li>• uniform inventories</li> <li>• catering equipment inventories.</li> </ul>	Destroy 7 years after last action

### Joint Ventures

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

Entry	Description of records	Disposal action
15805	Records documenting the management of joint ventures undertaken to support the business and facility services function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 12 years after last action

## BUSINESS AND FACILITY SERVICES

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For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### Leasing-out

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

Entry	Description of records	Disposal action
15806	Records documenting leasing-out arrangements with tenants of Parliament House. Includes negotiations and review of leases, as well as signed leases.	Destroy 7 years after lease expires or is terminated
15807	Working papers supporting the on-going management of leases where the department is the lessor.	Destroy 7 years after lease expires or is terminated

### Marketing

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

Entry	Description of records	Disposal action
15808	Records documenting the marketing of activities relating to the business and facility services function. Includes: <ul style="list-style-type: none"> <li>• promotional products</li> <li>• marketing plans</li> <li>• advertisements</li> <li>• product costings.</li> </ul>	Destroy 7 years after last action
15809	Records documenting the development of products based on original designs from the Parliament House art collection which are commissioned for sale at the Parliament House shop. Includes: <ul style="list-style-type: none"> <li>• design drawings</li> <li>• product specifications</li> <li>• product samples.</li> </ul>	Destroy 5 years after last action
15810	Working papers supporting the marketing of activities relating to the business and facility services function. Includes drafts.	Destroy when reference ceases

## BUSINESS AND FACILITY SERVICES

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For maintenance of the swimming pool, use BUILDING & DESIGN MANAGEMENT - Maintenance.

For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### Meetings

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

*For committee meetings, use BUSINESS AND FACILITY SERVICES - Committees.*

*For meetings held to plan or conduct internal and external audits, use BUSINESS AND FACILITY SERVICES - Audit.*

*For contract management meetings with stakeholders, use BUSINESS AND FACILITY SERVICES – Contracting-out.*

Entry	Description of records	Disposal action
15811	Final versions of minutes and supporting documents tabled at internal and external meetings held to support the business and facility services function.	Destroy 1 year after last action
15812	Working papers supporting the conduct and administration of meetings held to support the business and facility services function. Includes: <ul style="list-style-type: none"> <li>• venue details and arrangements</li> <li>• notifications of meetings</li> <li>• agendas</li> <li>• draft minutes</li> <li>• written apologies.</li> </ul>	Destroy when reference ceases

### Parliamentary Distribution

The activities associated with offering a distribution service throughout Parliament House. Includes the receipt, dispatch and movement of goods.

Entry	Description of records	Disposal action
15813	Records documenting the distribution of goods throughout Parliament House. Includes consignment notes.	Destroy 25 years after last action

### Performance Management

The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

Entry	Description of records	Disposal action
15814	Records documenting performance management relating to the business and facility services function. Includes key performance indicators, performance reports, monitoring and assessment activities.	Destroy 5 years after action completed

## BUSINESS AND FACILITY SERVICES

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For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### 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 internal and external audits, use BUSINESS AND FACILITY SERVICES - Audit.*

*For planning of customer services, use BUSINESS AND FACILITY SERVICES - Customer Service.*

*For planning of marketing activities, use BUSINESS AND FACILITY SERVICES - Marketing.*

Entry	Description of records	Disposal action
15815	Final versions of section or business unit work plans supporting the business and facility services function.	Destroy 5 years after last action
15817	Working papers used to develop all plans relating to the business and facility services function. Includes: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• reports documenting and analysing issues</li> <li>• comments.</li> </ul>	Destroy when reference ceases

### Policy

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

Entry	Description of records	Disposal action
15818	Records documenting the development and establishment of business and facility services policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Retain as national archives
15819	Working papers supporting the development of policies relating to the business and facility services function. Includes drafts and copies.	Destroy when reference ceases

## BUSINESS AND FACILITY SERVICES

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For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### Procedures

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

Entry	Description of records	Disposal action
15820	Master set of manuals, handbooks, directives, etc. detailing procedures supporting the business and facility services function.	Retain as national archives
15821	Records documenting the development of procedures supporting the business and facility services function.	Destroy 2 years after procedures are superseded
15822	Copies of manuals, handbooks, directives, etc relating to the business and facility services function.	Destroy when reference ceases

### Reporting

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

*For audit reports, use BUSINESS AND FACILITY SERVICES - Audit.*

*For performance and evaluation reports relating to contract management, use BUSINESS AND FACILITY SERVICES – Contracting-out.*

*For reports relating to the development of plans, use BUSINESS AND FACILITY SERVICES - Planning.*

*For visit reports, use BUSINESS AND FACILITY SERVICES - Tours.*

Entry	Description of records	Disposal action
15823	Final versions of formal reports prepared by the department relating to the business and facility services function. <i>[For the production of published reports, use PUBLICATION - Production.]</i>	Retain as national archives
15824	Records documenting internal periodic reports on general administrative matters used to monitor and document recurring activities to support the business and facility services function.	Destroy 3 years after last action
15825	Working papers supporting the development of all reports relating to the business and facility services function. Includes drafts and copies.	Destroy when reference ceases

## BUSINESS AND FACILITY SERVICES

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For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### 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
15826	Records documenting research relating to the business and facility services function. Includes working papers.	Destroy when reference ceases

### Reviewing

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

Entry	Description of records	Disposal action
15827	Records documenting reviews relating to the business and facility services function which were initiated by Parliament or the Presiding Officers.	Destroy 25 years after last action
15828	Records documenting routine administrative reviews of programs and operations relating to business and facility services that are not initiated by Parliament or the Presiding Officers. Includes working papers.	Destroy 5 years after action completed

### Stocktake

The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of the existing items.

Entry	Description of records	Disposal action
15829	Records documenting the stocktake of goods relating to the business and facility services function.	Destroy 7 years after last action

### Storage

The activities associated with providing a storage service for Parliament House. Includes storage requests, approvals, packing etc and warehouse tracking.

*For the disposal of items, use BUSINESS AND FACILITY SERVICES - Disposal (Parliamentary).*

Entry	Description of records	Disposal action
15830	Records documenting storage of items. Includes requests for storage.	Destroy 7 years after last action



## BUSINESS AND FACILITY SERVICES

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For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### 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
15831	Records documenting submissions made to the Presiding Officers relating to the business and facility services function.	Destroy 25 years after last action
15832	Working papers supporting the development of submissions. Includes drafts and copies of submissions.	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
15833	Tender and contract registers.	Destroy 12 years after last entry
15834	Records documenting the development, issue and evaluation of tenders which lead to signed contracts relating to the business and facility services function. 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> <li>• evaluation documentation</li> <li>• public notices</li> <li>• post offer negotiations</li> <li>• due diligence checks</li> <li>• signed contracts.</li> </ul>	Destroy 12 years after expiry or other termination of agreement
15835	Records documenting unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> <li>• submissions</li> <li>• notifications of outcome</li> <li>• reports on debriefing sessions.</li> </ul>	Destroy 2 years after tender process completed or decision made not to continue with the tender

## BUSINESS AND FACILITY SERVICES

The function of providing and managing a range of services and facilities for Senators, Members and Parliament House occupants, staff and visitors. Includes catering, cleaning, retail services, visitor services, material distribution, storage and waste removal. Also includes facilitating events at Parliament House.

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For health and recreational services, use HEALTH AND RECREATION SERVICES.

For accident reports relating to electric vehicles, use FLEET MANAGEMENT - Accidents.

### Tours

The activities associated with the delivery of tour programs to the community. Includes public tours, school tours, and special tours for individual groups, external organisations, and guests to Parliament House. Includes the arrangements for tours and the writing of scripts.

*For the training of tour guides, use STAFF DEVELOPMENT - Training.*

*For official, ceremonial or formal social occasions, use BUSINESS AND FACILITY SERVICES - Event Management.*

Entry	Description of records	Disposal action
15836	Records documenting the development of tour programs. Includes: <ul style="list-style-type: none"> <li>• research information</li> <li>• final versions of scripts, programs and itineraries.</li> </ul>	Destroy 25 years after last action
15837	Records documenting arrangements for and delivery of tour programs, including special tours. Includes: <ul style="list-style-type: none"> <li>• appointments and bookings</li> <li>• allocation of guides</li> <li>• provision of programs and information kits</li> <li>• briefings</li> <li>• visit reports</li> <li>• letters of appreciation</li> <li>• visitor statistical summaries.</li> </ul>	Destroy 7 years after last action
16359	Working papers supporting the development of tour scripts, programs and itineraries. Includes drafts and copies.	Destroy when reference ceases

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Access Conditions

The activities associated with managing access to items in the Parliament House collection. Includes determining access with owner and/or donor, artist or craftsman.

Entry	Description of records	Disposal action
15841	Records documenting access conditions relating to the collection of commissioned works, art, gifts and historic memorials collection. Includes access registers.	Destroy when items are de-accessioned

### 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.

*For commission agreements and design agreements, use COLLECTION MANAGEMENT - Agreements.*

*For the donations of items to the collections of Parliament House, use COLLECTION MANAGEMENT - Donations.*

Entry	Description of records	Disposal action
15843	Records documenting the acquisition of art works. Includes artists acquisition registers.	Retain as national archives
15844	Records documenting the acquisition of items for the historic memorials collection.	Retain as national archives
15845	Records documenting the acquisition of conservation services relating to collection management.	Destroy when items are de-accessioned
15846	Records documenting the acquisition of materials or services, excluding conservation services, relating to the collection management function.	Destroy 7 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
15847	Records documenting the receipt and provision of advice to Parliament, Presiding Officers or any Parliamentary art advisory or historic memorials committees concerning the collections of Parliament House or collection management policies.	Retain as national archives

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Advice - Continued

Entry	Description of records	Disposal action
15848	Records documenting the receipt and provision of advice relating to the collection management function to individuals, groups or organisations, other than the Parliament, Presiding Officers, or Parliamentary art advisory or historic memorials committees.	Destroy 25 years after last action
15851	Working papers supporting the provision of advice relating to the collection management function. Includes drafts.	Destroy when reference ceases

### Agreements

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

Entry	Description of records	Disposal action
15852	Records documenting negotiation, establishment, maintenance and review of all agreements with artists and craftspersons of the Parliament House collections. Includes agreements relating to the historic memorials collection, commissioned artists and original contracts with artists.	Retain as national archives
15853	Records documenting negotiation, establishment, maintenance and review of agreements relating to administrative aspects of collection management.	Destroy 12 years after last action
15855	Working papers supporting the negotiation, establishment, maintenance and review of agreements relating to the collection management function. Includes drafts.	Destroy when reference ceases

### 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
15856	Final reports of audits conducted externally or internally relating to the collection management function.	Destroy 10 years after last action

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Audit - Continued

Entry	Description of records	Disposal action
15858	Records documenting the planning and conduct of internal and external audits relating to the collection management function. Includes: <ul style="list-style-type: none"> <li>• liaison with auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft reports</li> <li>• comments.</li> </ul>	Destroy 5 years after last action

### 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
15859	Authorisations for administrative action relating to the collection management function.	Destroy 7 years after last action
15861	Records documenting delegations relating to the collection management function. <i>[For submissions made to Presiding Officers, use COLLECTION MANAGEMENT - Submissions.]</i>	Destroy 7 years after delegation expires or is revoked

### Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

*For insurance claims relating to public liability of Senators, Members, occupants of and visitors to Parliament House or the construction of Parliament House, use BUILDING AND DESIGN MANAGEMENT - Claims.*

*For insurance claims relating to professional indemnity, use PARLIAMENTARY INSURANCE - Claims.*

*For insurance policies and annual renewals covering the collections, use COLLECTION MANAGEMENT - Insurance (Parliamentary).*

Entry	Description of records	Disposal action
15862	Records documenting insurance claims relating to the collections of Parliament House.	Destroy 7 years after last action

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Committees

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

*For audit committees, use STRATEGIC MANAGEMENT - Committees.*

Entry	Description of records	Disposal action
15863	Records of advisory committees, such as the Historic Memorials Committee and the Art Advisory Board of the Parliament House Construction Authority, set up by Parliament to advise on the collections of Parliament House. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers</li> <li>• discussion papers.</li> </ul>	Retain as national archives
<i>[For advice issued by these committees, use COLLECTION MANAGEMENT - Advice.]</i>		
15864	Records of committees established to manage administrative and procedural matters relating to the collection management function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing papers</li> <li>• discussion papers.</li> </ul>	Destroy 5 years after last action
15865	Working papers documenting the conduct and administration of committees which consider matters relating to the collection management function. Includes: <ul style="list-style-type: none"> <li>• agendas</li> <li>• notices of meetings</li> <li>• draft minutes and papers.</li> </ul>	Destroy when reference ceases

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Compliance

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

*For implementation of collection management standards, use COLLECTION MANAGEMENT - Standards.*

Entry	Description of records	Disposal action
15866	Records documenting compliance relating to the collection management function.	Destroy 3 years after last action

### Conservation

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

Entry	Description of records	Disposal action
15868	Records documenting all conservation work undertaken on the collections of Parliament House. <i>[For conservation plans, use COLLECTION MANAGEMENT - Planning.]</i>	Destroy when items are de-accessioned

### 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
15869	Records documenting contract management supporting the collection management function.	Destroy 12 years after last action

### 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
15871	Records documenting the intellectual control systems and data of the collections of Parliament House. Includes collection registers.	Retain as national archives

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Control - Continued

Entry	Description of records	Disposal action
15872	Working papers supporting the control of the collections of Parliament House. Includes: <ul style="list-style-type: none"> <li>• reference sets of master control records</li> <li>• secondary control records.</li> </ul>	Destroy when reference ceases

### Customer Service

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

*For the publication of service charters, use PUBLICATION - Production.*

Entry	Description of records	Disposal action
15874	Records documenting the planning, monitoring and evaluation of the provision of services relating to the collection management function.	Destroy 5 years after last action
15876	Records documenting the development of service charters relating to the collection management function. Includes input into the department's service charters.	Destroy 3 years after charter is superseded

### Disposal (Parliamentary)

The process of disposing of properties and other material no longer required by Parliament, its occupants or departments, by sale, transfer, termination of lease, auction, donation or destruction. Includes the disposal of waste material.

Entry	Description of records	Disposal action
15877	Records documenting the de-accessioning and disposal of items from the collections of Parliament House. Includes de-accessioning registers.	Retain as national archives

### Donations

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

*For the purchase of artworks and items for the historic memorials collection of Parliament House, use COLLECTION MANAGEMENT - Acquisition.*

Entry	Description of records	Disposal action
15878	Records documenting donations of items to the collections of Parliament House. Includes records documenting donations and refusals.	Retain as national archives



## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Enquiries

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

Entry	Description of records	Disposal action
15880	Records documenting enquiries relating to the collection management function.	Destroy 5 years after last action

### Evaluation

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

*For the evaluation of customer services issues, use COLLECTION MANAGEMENT - Customer Service.*

Entry	Description of records	Disposal action
15882	Records documenting the evaluation of equipment, systems and services supporting the collection management function. Includes data collected through monitoring and final evaluation reports.	Destroy 12 years after last action
15884	Working papers supporting the evaluation of equipment, systems and services relating to the collection management function. Includes: <ul style="list-style-type: none"> <li>• draft reports</li> <li>• papers documenting analysis carried out</li> <li>• comments.</li> </ul>	Destroy when reference ceases

### Exhibitions

The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the organisation.

Entry	Description of records	Disposal action
15886	Records documenting the preparation of exhibitions of items from the collections of Parliament House. Includes exhibition briefs and design specifications.	Destroy 10 years after last action

*[For material published in relation to collection exhibitions, use PUBLICATION - Production.]*

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Implementation

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

Entry	Description of records	Disposal action
15888	Records documenting the implementation of systems, procedures and instructions relating to the collection management function. Includes: <ul style="list-style-type: none"> <li>• implementation plans</li> <li>• progress reports.</li> </ul>	Destroy 12 years after last action
15889	Working papers supporting the implementation of systems, procedures and instructions relating to the collection management function. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• comments.</li> </ul>	Destroy when reference ceases

### Insurance (Parliamentary)

The process of taking out premiums to cover loss or damage to property or premises, and to cover Parliament House occupants and visitors against injury or death resulting from incidents in Parliament House.

*For insurance claims relating to the art and historical memorials collections, use COLLECTION MANAGEMENT - Claims.*

*For insurance policies and renewals relating to professional indemnity, use PARLIAMENTARY INSURANCE - Insurance (Parliamentary).*

*For insurance policies and annual renewals relating to public liability of Senators, Members, occupants of and visitors to Parliament House or the construction of Parliament House, use BUILDING AND DESIGN MANAGEMENT - Insurance (Parliamentary).*

Entry	Description of records	Disposal action
15891	Records documenting insurance policies for Parliamentary collections. Includes the annual renewal of policies.	Destroy 7 years after policy expires

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

Entry	Description of records	Disposal action
15894	Records documenting the intellectual property of works of art in the Parliament House collection. Includes moral rights and copyright permissions.	Destroy 3 years after intellectual property rights lapse

### Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

*For formal stocktakes of the collections of Parliament House, use COLLECTION MANAGEMENT - Stocktake.*

Entry	Description of records	Disposal action
15895	Records documenting inventory lists of items in the collections of Parliament House.  <i>[For collection inventories, which are the only source of intellectual control information, use COLLECTION MANAGEMENT - Control.]</i>	Destroy 5 years after last action

### Loans

The activities associated with lending all items from the collection. Includes recording loans and monitoring overdue items. Also includes borrowing from other collections.

Entry	Description of records	Disposal action
15897	Records documenting the loan of items from the collections of Parliament House. Includes overdue notices and arrangements made for routine dispatch of items.  <i>[For the arrangements relating to the movement of items on loan for exhibition purposes, use COLLECTION MANAGEMENT - Movement.]</i>	Destroy 25 years after last action

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Marketing

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

*For the production of promotional materials, use PUBLICATION - Production.*

Entry	Description of records	Disposal action
15898	Records documenting the marketing of collection management activities. Includes records covering arrangements for advertising campaigns and promotional photographs.  <i>[For the marketing and promotion plan, use COLLECTION MANAGEMENT - Planning.]</i>	Destroy when reference ceases

### 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 meetings of committees associated with the collection management function, such as Historic Memorials Committee, use COLLECTION MANAGEMENT - Committees.*

Entry	Description of records	Disposal action
15900	Final versions of minutes and supporting documents tabled at internal and external meetings held to support the collection management function.	Destroy 3 years after last action
15902	Working papers documenting the conduct and administration of meetings held to support the collection management function. Includes: <ul style="list-style-type: none"> <li>• venue details and arrangements</li> <li>• notifications of meetings</li> <li>• agendas</li> <li>• draft minutes</li> <li>• written apologies.</li> </ul>	Destroy when reference ceases

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Movement

The activity of arranging the movement and short-term storage of artworks during building maintenance, exhibitions or tours.

*For the long term storage of collection items, use BUSINESS AND FACILITY SERVICES - Storage.*

*For recording loan details, use COLLECTION MANAGEMENT - Loans.*

Entry	Description of records	Disposal action
15904	Records documenting the movement of items in the collections of Parliament House. Includes movements to, from, and within Parliament House.  <i>[For insurance and claims of items moved for exhibitions, use COLLECTION MANAGEMENT - Insurance (Parliamentary) or COLLECTION MANAGEMENT - Claims.]</i>	Destroy 12 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.

*For the implementation of plans, use COLLECTION MANAGEMENT - Implementation.*

*For risk management action plans, use COLLECTION MANAGEMENT - Risk Management.*

Entry	Description of records	Disposal action
15906	Final versions of department-wide plans relating to the collection management function. Includes conservation plans and marketing plans.	Destroy 10 years after last action
15911	Final versions of section or business unit plans relating to the collection management function.	Destroy 3 years after last action
15912	Working papers supporting the development of plans relating to the collection management function. Includes drafts and copies.	Destroy when reference ceases

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### 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
15914	Records documenting the development and establishment of policies relating to the management of the collections of Parliament House. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Retain as national archives
15916	Records documenting policies relating to administrative actions undertaken to manage the collections of Parliament House.	Destroy 3 years after policy is superseded
15918	Working papers supporting the development of policies relating to the collection management function. Includes drafts and copies.	Destroy when reference ceases

### Procedures

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

*For the implementation of procedures, use COLLECTION MANAGEMENT - Implementation.*

Entry	Description of records	Disposal action
15919	Master set of procedures relating to the collection management function.	Destroy when items are de-accessioned
15921	Working papers documenting the development of procedures relating to the collection management function. Includes drafts and copies.	Destroy when reference ceases

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### 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.

Entry	Description of records	Disposal action
15923	Records documenting any reactions involving the public and relating to the collection management function, which are raised in Parliament or receive extensive media coverage.	Retain as national archives
15925	Letters of praise, visitor exhibition books and other comments received from the public relating to the collection management function which are not raised in Parliament or do not receive extensive media coverage.	Destroy when reference ceases

### Reporting

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

*For the production of final versions of published reports, use PUBLICATION - Production.*

*For progress reports on the implementation of systems, procedures and instructions, use COLLECTION MANAGEMENT - Implementation.*

*For reports evaluating equipment, systems and services, use COLLECTION MANAGEMENT - Evaluation.*

*For reports of audits conducted externally or internally, use COLLECTION MANAGEMENT - Audits.*

Entry	Description of records	Disposal action
15927	Final versions of unpublished reports relating to the collection management function, issued by Parliament, Presiding Officers or Parliamentary art advisory bodies.	Retain as national archives
15929	Final versions of other unpublished internal reports and periodic reports relating to the collection management function.	Destroy 7 years after last action
15930	Working papers supporting the development of reports relating to the collection management function. Includes drafts and copies.	Destroy when reference ceases

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Reproduction

The activity of copying art works for publication and other uses. Includes requests and processing arrangements for reproducing collection items and the processes associated with the digitisation of the collection.

*For copyright issues associated with the reproduction of art works, use COLLECTION MANAGEMENT - Intellectual Property.*

Entry	Description of records	Disposal action
15932	Digitised or electronic reproductions of original items in the collections of Parliament House.	Destroy when items are de-accessioned
15934	Records documenting the reproduction of items in the collections of Parliament House. Includes requests for reproductions and arrangements made to produce the reproduction.	Destroy 3 years after last action

### 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
15960	Records documenting research undertaken to support the collection management function.	Destroy when items are de-accessioned

### 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
15961	Records documenting reviews relating to the collection management function, initiated by Parliament, the Presiding Officers or Parliamentary art advisory bodies.	Destroy 25 years after last action
15962	Records documenting reviews of programs and operations relating to the collection management function that are not initiated by Parliament, the Presiding Officers or Parliamentary art advisory bodies.	Destroy 7 years after last action
15963	Working papers supporting the conduct and development of reviews relating to the collection management function. Includes drafts, comments and copies.	Destroy when reference ceases



## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Risk Management

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

Entry	Description of records	Disposal action
15946	Records documenting risk management relating to the collection management function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 10 years after last action

### Standards

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

*For activities associated with complying with standards, use COLLECTION MANAGEMENT - Compliance.*

Entry	Description of records	Disposal action
15947	Records documenting implementation of standards relating to the collection management function.	Destroy 10 years after last action

### Stocktake

The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of the existing items.

*For inventory lists of Parliament House collections, use COLLECTION MANAGEMENT - Inventory.*

Entry	Description of records	Disposal action
15948	Records documenting the stocktake of the collections of Parliament House.	Destroy 5 years after last action

### 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
15949	Records documenting submissions made to the Presiding Officers concerning controversial or significant issues relating to the collection management function.	Retain as national archives
15950	Records documenting submissions to the Presiding Officers, that are not controversial and do not deal with significant issues relating to the collection management function.	Destroy 7 years after last action

## COLLECTION MANAGEMENT

The function of acquiring, preserving, controlling, developing and promoting the commissioned works, general art collection, gifts and historic memorials collection of Parliament House. Includes providing access to works for display in Parliament House and Parliamentary precincts, reproduction and contributing to national arts activities.

For managing the organisation's information resources, use INFORMATION MANAGEMENT.

For maintaining furniture and artwork, use BUILDING AND DESIGN MANAGEMENT.

For the production of art collection catalogues, use PUBLICATION.

### Submissions - Continued

Entry	Description of records	Disposal action
15951	Working papers supporting the development of submissions supporting the collection management function. Includes drafts.	Destroy 1 year 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
15952	Records documenting the development, issue and evaluation of tenders which lead to signed simple contracts relating to the collection management function. 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> <li>• evaluation documentation</li> <li>• public notices</li> <li>• post offer negotiations</li> <li>• due diligence checks</li> <li>• signed contracts.</li> </ul>	Destroy 12 years after last action
15953	Tender and contract registers.	Destroy 12 years after last entry
15954	Records documenting unsuccessful tenders or a tender process with no suitable bidders, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender.

### Valuation

The activities involved in ascertaining the monetary value of an asset at a particular time, place, and medium of exchange according to a recognised standard.

Entry	Description of records	Disposal action
15955	Records documenting the valuation of items from the collections of Parliament House. Includes assessments.	Retain as national archives

## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

*For accident reports and compensation submitted by an employee, use COMPENSATION - Cases.*

*For accident reports submitted by Senators, Members, occupants and visitors to Parliament House where a compensation claim is lodged, use BUILDING AND DESIGN MANAGEMENT - Claims.*

*For accident reports retained for OH&S purposes, use OCCUPATIONAL HEALTH & SAFETY (OH&S) - Accidents.*

Entry	Description of records	Disposal action
15956	Copies of accident reports and forms completed by staff and relating to the health and recreation services function.	Destroy 1 year after last action

### Accreditation

The process of gaining approval or certification in-house or from an external organisation to provide or to undertake services within Parliament House. Includes permits for electrical vehicles.

Entry	Description of records	Disposal action
15964	Records documenting accreditation to undertake services relating to the health and recreation services function. Includes applications made to authorising agency and licences received.	Destroy 7 years after licence or accreditation expires

### 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
15957	Records documenting the provision of general health and fitness advice in relation to the health and recreation services function. Excludes personal medical advice. <i>[For personal medical advice, use HEALTH AND RECREATION SERVICES - Consultation.]</i>	Destroy 7 years after last action

## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### 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
15958	Records documenting the planning and conduct of internal and external audits relating to the health and recreation services function. Includes: <ul style="list-style-type: none"> <li>• liaison with auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• comments</li> <li>• draft and final reports.</li> </ul>	Destroy 7 years after last action

### Compliance

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

Entry	Description of records	Disposal action
15959	Records documenting compliance with mandatory or optional standards or statutory requirements relating to the health and recreation services function.	Destroy 7 years after last action

### Consultation

The activity of conducting a consultation. Includes referrals and health monitoring of patrons. Includes notifications to medical practitioners.

*For first aid treatment provided to Senators, Members, occupants of and visitors to Parliament House, use HEALTH AND RECREATION SERVICES - First Aid Treatment.*

Entry	Description of records	Disposal action
15970	Records documenting medical or health consultations. Includes: <ul style="list-style-type: none"> <li>• medical records</li> <li>• health assessments and monitoring</li> <li>• referrals.</li> </ul>	Destroy 7 years after last action, or in the case of a minor, 7 years after the minor turns 18

## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### Customer Service

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

*For the publication of service charters, use PUBLICATION - Production.*

Entry	Description of records	Disposal action
15971	Records documenting the customer service cases relating to the health and recreation services function, which have escalated to questions raised in Parliament or gained media attention.	Retain as national archives
15972	Records documenting the planning, monitoring and evaluation of customer service issues relating to the health and recreation services function that do not gain media attention and are not raised in Parliament.	Destroy 7 years after last action
15973	Records documenting the development of customer services relating to the health and recreation services function.	Destroy 3 years after last action
15974	Records documenting the development of service charters relating to the health and recreation services function.	Destroy 3 years after charter is superseded

### Enquiries

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

Entry	Description of records	Disposal action
15975	Records documenting the handling of enquiries concerning appointments, programs, products or services relating to the health and recreation services function.	Destroy 7 years after last action

### Evaluation

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

*For the evaluation of customer services issues, use HEALTH AND RECREATION SERVICES - Customer Service.*

Entry	Description of records	Disposal action
15976	Records documenting evaluation and ongoing monitoring of programs and activities supporting the health and recreation services function.	Destroy 7 years after last action

## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### Evaluation - Continued

Entry	Description of records	Disposal action
15977	Working papers supporting the evaluation of programs and activities supporting the health and recreation services function. Includes drafts and reference copies.	Destroy 1 year after last action

### First Aid Treatment

The processes involved in dispensing first aid treatment to Senators, Members, occupants and visitors to Parliament House.

*For supply of medical stores and equipment, use EQUIPMENT AND STORES - Acquisition.*

*For maintenance of medical equipment such as autoclave, use EQUIPMENT AND STORES - Maintenance.*

*For first aid treatment of staff, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Implementation.*

Entry	Description of records	Disposal action
15978	Records documenting first aid treatment of Senators, Members, occupants and visitors to Parliament House. Includes treatment registers.	Destroy 7 years after last action, or in the case of a minor, 7 years after the minor turns 18

### Fitness Assessments

The activities involved in determining an individual's fitness program. Includes results of any fitness testing and details of individually designed programs.

Entry	Description of records	Disposal action
15979	Records documenting fitness assessments of participants in health and recreation services programs. Includes individual fitness programs.	Destroy 7 years after separation from Parliament House

### Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

Entry	Description of records	Disposal action
15980	Records documenting the listing of first aid and medical supplies.	Destroy 3 years after last action

## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### 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
15981	Records documenting liaison relating to the health and recreation services function. Includes: <ul style="list-style-type: none"> <li>• contact lists</li> <li>• notes of meetings and consultations</li> <li>• exchanged information</li> <li>• outline correspondence.</li> </ul>	Destroy 3 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.

*For meetings held to maintain regular contact with stakeholders and interest groups, use HEALTH AND RECREATION SERVICES - Liaison.*

*For meetings held to plan or conduct internal and external audits, use HEALTH AND RECREATION SERVICES - Audit.*

Entry	Description of records	Disposal action
15982	Records documenting meetings relating to the health and recreation services function. Includes: <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes.</li> </ul>	Destroy 1 year after last action
15983	Working papers supporting meetings related to health and recreation services function. Includes draft agendas and draft minutes.	Destroy when reference ceases

### Membership

The activities associated with joining the health and fitness centre at Parliament House.

Entry	Description of records	Disposal action
15984	Records documenting the membership by occupants of Parliament House of the health and fitness centre.	Destroy 7 years after membership expires

## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### Parliamentary Health Promotion

The activity of promoting and providing health services to Senators, Members, departmental staff and occupants of Parliament House. Includes obtaining consent forms from participants wanting to take part in services and the development and distribution of notices, posters and other promotional material.

*For the production of leaflets, brochures, etc for health promotion purposes, use PUBLICATION - Production.*

*For any aspects of training courses, use STAFF DEVELOPMENT - Training.*

*For health promotions developed only for staff, use OCCUPATIONAL HEALTH & SAFETY (OH&S) - Health Promotion.*

Entry	Description of records	Disposal action
15985	Consent forms signed by people wishing to participate in any health promotion service.	Destroy 7 years after last action, or in the case of a minor, 7 years after the minor turns 18
15986	Records documenting the Parliamentary health promotions. Includes documentation on the preparation of promotional services.	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.

*For planning of internal and external audits, use HEALTH AND RECREATION SERVICES - Audit.*

*For planning of customer services, use HEALTH AND RECREATION SERVICES - Customer Service.*

Entry	Description of records	Disposal action
15987	Final versions of plans relating to the health and recreation services function.	Destroy 3 years after plan is superseded
15988	Working papers supporting the development of plans relating to the health and recreation services function. Includes: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• reports documenting and analysing issues</li> <li>• comments.</li> </ul>	Destroy when reference ceases



## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### 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
15989	Records documenting the development and establishment of policies relating to the health and recreation services function. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• final policy documents.</li> </ul>	Retain as national archives
15990	Working papers supporting the development of policies relating to the health and recreation services function. Includes minor drafts and copies.	Destroy when reference ceases

### Procedures

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

Entry	Description of records	Disposal action
16046	Master set of manuals, handbooks, directives, etc. detailing procedures supporting the health and recreation services function.	Destroy 25 years after procedure is superseded
16047	Records documenting the development of procedures relating to the health and recreation services function.	Destroy 3 years after last action
16048	Copies of manuals, handbooks, directives, etc relating to the health and recreation services function.	Destroy when reference ceases

## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### Reporting

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

For audit reports, use HEALTH AND RECREATION SERVICES - Audit.

Entry	Description of records	Disposal action
16049	Records documenting periodic reports on general administrative matters relating to the health and recreation services function.	Destroy 3 years after last action
16050	Working papers supporting the development of reports relating to the health and recreation services function. Includes drafts and copies.	Destroy when reference ceases

### 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
16051	Records documenting research carried out to support the health and recreation services function. Includes working papers.	Destroy when reference ceases

### Reviewing

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

Entry	Description of records	Disposal action
17751	Records documenting the review of processes and services relating to the health and recreation services function.	Destroy 5 years after last action

## HEALTH AND RECREATION SERVICES

The function of providing health and recreation services to Senators, Members, staff, occupants and visitors of Parliament House. Includes first aid and emergency medical services, fitness programs and health promotion.

For maintenance of recreation service facilities, use BUILDING AND DESIGN MANAGEMENT - Maintenance.

For the training of staff in the maintenance of emergency equipment, use STAFF DEVELOPMENT - Training.

For the disposal of unnecessary drugs, use BUSINESS AND FACILITY SERVICES - Disposal.

### 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.

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
16052	Records documenting submissions relating to the health and recreation services function and presented to the Presiding Officers.	Destroy 25 years after last action
16053	Working papers supporting the development of submissions relating to the health and recreation services function. Includes drafts and copies.	Destroy 1 year after last action

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## PARLIAMENTARY AWARDS

The function of managing the receipt of awards to Parliament House or awards received by the department.

### Awards

The activities associated with the receipt of awards conferred as a token of respect, distinction or achievement by external organisations or groups.

*For ceremonies relating to the presentation of awards, use COMMUNITY RELATIONS - Ceremonies.*

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
15991	Records documenting the receipt of awards conferred on the department or Parliament House by external organisations or groups. Includes tourism industry awards.	Retain as national archives

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## PARLIAMENTARY INSURANCE

The function of managing the professional indemnity insurance requirements of Parliament House and Parliamentary departments. Includes arranging insurance cover and managing insurance claims.

For insurance policies and claims relating to the art and historical memorials collections, use COLLECTION MANAGEMENT.

For insurance policies and claims relating to public liability of visitors to Parliament House or the construction of Parliament House, use BUILDING AND DESIGN MANAGEMENT.

### Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

*For insurance claims relating to the art and historical memorials collections, use COLLECTION MANAGEMENT - Claims.*

*For insurance claims relating to public liability of visitors to Parliament House or the construction of Parliament House, use BUILDING AND DESIGN MANAGEMENT - Claims.*

Entry	Description of records	Disposal action
18366	Records documenting insurance claims relating to professional indemnity. Includes: <ul style="list-style-type: none"> <li>• copies of claims</li> <li>• reports</li> <li>• correspondence relating to claims.</li> </ul>	Destroy 12 years after last action

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### Insurance (Parliamentary)

The process of taking out premiums to cover loss or damage to property or premises, and to cover Parliament House occupants and visitors against injury or death resulting from incidents in Parliament House.

*For insurance policies and renewals relating to the art and historical memorials collections, use COLLECTION MANAGEMENT - Insurance (Parliamentary).*

*For insurance policies and renewals relating to public liability of Senators, Members, occupants of and visitors to Parliament House or the construction of Parliament House, use BUILDING AND DESIGN MANAGEMENT - Insurance (Parliamentary).*

*For professional indemnity insurance claims, use PARLIAMENTARY INSURANCE - Claims.*

Entry	Description of records	Disposal action
18367	Records documenting professional indemnity insurance policies. Includes the annual review of policies.	Destroy 12 years after policy expires

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## PARLIAMENTARY PROTECTION

The function of developing, planning and managing security and emergency arrangements at Parliament House and its environment, to protect property and occupants, including Parliamentary members, dignitaries and visitors. Includes acquisition, installation and maintenance of security equipment, implementing advice received from security management bodies, management of contracts with protective service officers, liaising with emergency and police services, and management of security breaches and security controls.

For the recruitment of Parliamentary security staff, use PERSONNEL - Recruitment.

For the training of security staff, use STAFF DEVELOPMENT - Training.

For security classification and criminal record checks of Parliamentary personnel, use PERSONNEL - Security.

### 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.

*For conduct of tendering processes to acquire goods or services, use PARLIAMENTARY PROTECTION - Tendering.*

*For the management of contracts to provide goods and services, use PARLIAMENTARY PROTECTION – Contracting-out.*

Entry	Description of records	Disposal action
15994	Records documenting the acquisition of goods, equipment or services relating to the Parliamentary protection function. Includes orders and invoices.	Destroy 12 years after last action
15995	Records documenting investigations into the acquisition of goods, equipment and stores relating to the Parliamentary protection function where the acquisition did not proceed.	Destroy 2 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
15996	Records documenting the receipt and provision of significant advice relating to the Parliamentary protection function that results in major changes to policies, procedures or operations.	Retain as national archives
15997	Records documenting the receipt and provision of routine advice relating to the Parliamentary protection function that does not result in major changes to policies, procedures or operations.	Destroy 10 years after last action

## PARLIAMENTARY PROTECTION

The function of developing, planning and managing security and emergency arrangements at Parliament House and its environment, to protect property and occupants, including Parliamentary members, dignitaries and visitors. Includes acquisition, installation and maintenance of security equipment, implementing advice received from security management bodies, management of contracts with protective service officers, liaising with emergency and police services, and management of security breaches and security controls.

For the recruitment of Parliamentary security staff, use PERSONNEL - Recruitment.

For the training of security staff, use STAFF DEVELOPMENT - Training.

For security classification and criminal record checks of Parliamentary personnel, use PERSONNEL - Security.

### Agency Liaison

The activities associated with maintaining regular general contact between the organisation and other agencies, stakeholders and interest groups. Includes sharing informal information and discussions and collaborating on projects that are not joint ventures.

Entry	Description of records	Disposal action
15998	Records documenting agency liaison supporting the Parliamentary protection function. Includes: <ul style="list-style-type: none"> <li>• contact lists</li> <li>• meeting notes</li> <li>• exchanged information</li> <li>• routine correspondence.</li> </ul>	Destroy 3 years after last action

### Agreements

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

Entry	Description of records	Disposal action
15999	Records documenting the negotiations, establishment, maintenance and review of agreements relating to the Parliamentary protection function. Includes: <ul style="list-style-type: none"> <li>• final agreements</li> <li>• memorandums of understanding</li> <li>• contracts.</li> </ul>	Destroy 12 years after last action
16000	Working papers created during negotiations, establishment, maintenance and review of agreements.	Destroy when reference ceases

### 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
16001	Final reports of internal and external audits relating to the Parliamentary protection function.	Destroy 10 years after last action

## PARLIAMENTARY PROTECTION

The function of developing, planning and managing security and emergency arrangements at Parliament House and its environment, to protect property and occupants, including Parliamentary members, dignitaries and visitors. Includes acquisition, installation and maintenance of security equipment, implementing advice received from security management bodies, management of contracts with protective service officers, liaising with emergency and police services, and management of security breaches and security controls.

For the recruitment of Parliamentary security staff, use PERSONNEL - Recruitment.

For the training of security staff, use STAFF DEVELOPMENT - Training.

For security classification and criminal record checks of Parliamentary personnel, use PERSONNEL - Security.

### Audit - Continued

Entry	Description of records	Disposal action
16002	Records documenting the planning and conduct of internal and external audits relating to the Parliamentary protection function. Includes: <ul style="list-style-type: none"> <li>• liaison with auditing body</li> <li>• minutes of meetings</li> <li>• comments</li> <li>• draft reports.</li> </ul>	Destroy 5 years after last action

### 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
17787	Records documenting security authorisations undertaken within Parliament House obtained from the Presiding Officers.	Retain as national archives
17788	Delegations of power to Parliament House security staff to authorise responsibilities relating to the Parliamentary protection function	Destroy 10 years after delegation expires or is revoked
17789	Authorisations for security action relating to the Parliamentary protection function.	Destroy 7 years after last action

### Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
16003	Records of internal and external committees formed to consider matters relating to the Parliamentary protection function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• reports</li> <li>• recommendations.</li> </ul>	Retain as national archives



## PARLIAMENTARY PROTECTION

The function of developing, planning and managing security and emergency arrangements at Parliament House and its environment, to protect property and occupants, including Parliamentary members, dignitaries and visitors. Includes acquisition, installation and maintenance of security equipment, implementing advice received from security management bodies, management of contracts with protective service officers, liaising with emergency and police services, and management of security breaches and security controls.

For the recruitment of Parliamentary security staff, use PERSONNEL - Recruitment.

For the training of security staff, use STAFF DEVELOPMENT - Training.

For security classification and criminal record checks of Parliamentary personnel, use PERSONNEL - Security.

### Committees - Continued

Entry	Description of records	Disposal action
16004	Working papers documenting the conduct and administration of committees which consider matters relating to the Parliamentary protection function. Includes: <ul style="list-style-type: none"> <li>• agendas</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy when reference ceases

### Contracting-out

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

Entry	Description of records	Disposal action
16005	Records documenting contract management relating to the Parliamentary protection function. Includes contract performance reports, contract evaluation reports and meeting notes.	Destroy 12 years after last action
16006	Working papers generated in documenting contract management relating to Parliamentary protection function.	Destroy when reference ceases

### Evaluation

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

Entry	Description of records	Disposal action
16007	Records documenting the development of specifications for equipment, goods and services supporting the Parliamentary protection function.	Destroy 7 years after last action
16008	Records documenting the evaluation of potential or existing equipment, systems or services supporting the Parliamentary protection function.	Destroy 7 years after last action

## PARLIAMENTARY PROTECTION

The function of developing, planning and managing security and emergency arrangements at Parliament House and its environment, to protect property and occupants, including Parliamentary members, dignitaries and visitors. Includes acquisition, installation and maintenance of security equipment, implementing advice received from security management bodies, management of contracts with protective service officers, liaising with emergency and police services, and management of security breaches and security controls.

For the recruitment of Parliamentary security staff, use PERSONNEL - Recruitment.

For the training of security staff, use STAFF DEVELOPMENT - Training.

For security classification and criminal record checks of Parliamentary personnel, use PERSONNEL - Security.

### Event Management

The activities associated with organising events within Parliament House. Includes ceremonial matters and arrangements for visitor passes, equipment, furniture, flags, seating and control of events. Includes official photographs of events.

*For exhibitions of items from the Parliament House collection, use COLLECTION MANAGEMENT - Exhibitions.*

Entry	Description of records	Disposal action
18196	Records documenting security arrangements and plans relating to events held at Parliament House or visits by dignitaries such as Royalty or Heads of State. Includes: <ul style="list-style-type: none"> <li>• copies of threat assessments</li> <li>• visit itineraries or event programs</li> <li>• access and control arrangements</li> <li>• internal operation orders</li> <li>• security protocols</li> <li>• visit notifications</li> <li>• debriefing reports.</li> </ul>	Destroy 6 years after last action

### Feedback

The activities associated with the handling of complaints, compliments and suggestions. Includes the investigation and information gathering conducted as a result of formal complaints.

Entry	Description of records	Disposal action
17785	Records documenting complaints, compliments and suggestions, relating to the Parliamentary protection function, that are raised in Parliament or receive extensive media coverage. Includes the receipt, investigation and reply to complaints, compliments and suggestions.	Retain as national archives
17786	Records documenting complaints, compliments and suggestions, relating to the Parliamentary protection function, that are not raised in Parliament and do not receive extensive media coverage. Includes the receipt, investigation and reply to complaints, compliments and suggestions.	Destroy 7 years after last action

## PARLIAMENTARY PROTECTION

The function of developing, planning and managing security and emergency arrangements at Parliament House and its environment, to protect property and occupants, including Parliamentary members, dignitaries and visitors. Includes acquisition, installation and maintenance of security equipment, implementing advice received from security management bodies, management of contracts with protective service officers, liaising with emergency and police services, and management of security breaches and security controls.

For the recruitment of Parliamentary security staff, use PERSONNEL - Recruitment.

For the training of security staff, use STAFF DEVELOPMENT - Training.

For security classification and criminal record checks of Parliamentary personnel, use PERSONNEL - Security.

### Implementation

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

Entry	Description of records	Disposal action
16009	Records documenting the implementation of plans, policies and procedures relating to the Parliamentary protection function. Includes implementation plans and schedules.	Destroy 12 years after last action

### Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

Entry	Description of records	Disposal action
16010	Records documenting the installation and configuration of equipment supporting the Parliamentary protection function.	Destroy when equipment or plant is replaced

### Maintenance

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

Entry	Description of records	Disposal action
16011	Records documenting the maintenance of security equipment and systems within Parliament House precinct.	Destroy 7 years after last action

## PARLIAMENTARY PROTECTION

The function of developing, planning and managing security and emergency arrangements at Parliament House and its environment, to protect property and occupants, including Parliamentary members, dignitaries and visitors. Includes acquisition, installation and maintenance of security equipment, implementing advice received from security management bodies, management of contracts with protective service officers, liaising with emergency and police services, and management of security breaches and security controls.

For the recruitment of Parliamentary security staff, use PERSONNEL - Recruitment.

For the training of security staff, use STAFF DEVELOPMENT - Training.

For security classification and criminal record checks of Parliamentary personnel, use PERSONNEL - Security.

### 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 meetings of the security management board, use PARLIAMENTARY PROTECTION - Committees.*

*For records of the co-ordination meetings with the Security Controller, Usher of the Black Rod, and the Serjeant-at-Arms prior to 2002, use PARLIAMENTARY PROTECTION - Committees.*

*For meetings held to maintain regular contact with other agencies, stakeholders and interest groups, use PARLIAMENTARY PROTECTION - Agency Liaison.*

*For meetings held to plan or conduct internal and external audits, use PARLIAMENTARY PROTECTION - Audit.*

Entry	Description of records	Disposal action
16012	Final versions of minutes and supporting documents tabled at meetings held to support the Parliamentary protection function. Includes meetings with external agencies.	Destroy 1 year after last action
16013	Working papers documenting the conduct and administration of meetings held to support the Parliamentary protection function. Includes agendas, notices of meetings and draft minutes.	Destroy when reference ceases

### Planning

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

*For the implementation of plans, use PARLIAMENTARY PROTECTION - Implementation.*

Entry	Description of records	Disposal action
16014	Final versions of plans relating to the Parliamentary protection function.	Retain as national archives
16015	Working papers used to develop all plans relating to the Parliamentary protection function. Includes draft plans, comments and copies of plans.	Destroy when reference ceases

## PARLIAMENTARY PROTECTION

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For the recruitment of Parliamentary security staff, use PERSONNEL - Recruitment.

For the training of security staff, use STAFF DEVELOPMENT - Training.

For security classification and criminal record checks of Parliamentary personnel, use PERSONNEL - Security.

### Policy

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

*For the implementation of policies, use PARLIAMENTARY PROTECTION - Implementation.*

Entry	Description of records	Disposal action
16016	Final versions of policies relating to the Parliamentary protection function.	Retain as national archives
16017	Records documenting the development of policies relating to the Parliamentary protection function. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• major drafts</li> <li>• working papers.</li> </ul>	Destroy when reference ceases

### Procedures

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

*For the implementation of procedures, use PARLIAMENTARY PROTECTION - Implementation.*

Entry	Description of records	Disposal action
16018	Master set of all departmental manuals, handbooks, directives etc. detailing procedures supporting the Parliamentary protection function.	Disposal not authorised
16019	Records documenting the development of procedures to support the Parliamentary protection function.	Destroy 2 years after procedures are superseded
16020	Copies of manuals, handbooks, directives, etc. to support the Parliamentary protection function.	Destroy when reference ceases

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### Reporting

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

*For audit reports, use PARLIAMENTARY PROTECTION - Audit.*

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

*For security reports, use PARLIAMENTARY PROTECTION - Security Control.*

Entry	Description of records	Disposal action
16021	Final version of formal reports relating to the Parliamentary protection function. <i>[For published reports on Parliamentary security, use PUBLICATIONS - Production.]</i>	Retain as national archives
16022	Final version of periodic reports relating to the Parliamentary protection function. Includes: <ul style="list-style-type: none"> <li>• security situation reports</li> <li>• weekly productivity reports.</li> </ul>	Destroy 7 years after last action
16023	Working papers documenting the development of all reports relating to the Parliamentary protection function.	Destroy when reference ceases

### Reviewing

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

Entry	Description of records	Disposal action
16024	Records documenting significant reviews of programs and operations supporting the Parliamentary protection function which result in major changes to policies, procedures or operations. Includes documents establishing the review, the final report and action plan.	Retain as national archives
16025	Records documenting reviews of programs and operations supporting the Parliamentary protection function that do not result in major changes to policies, procedures or operations. Includes documents establishing the review, the final report and action plan.	Destroy 5 years after last action

## PARLIAMENTARY PROTECTION

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### Reviewing - Continued

Entry	Description of records	Disposal action
16026	Working papers documenting a review of programs and operations supporting the Parliamentary protection function. Includes drafts and review copies.	Destroy when reference ceases

### Risk Management

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

Entry	Description of records	Disposal action
16027	Records documenting risk management relating to the Parliamentary protection function. Includes risk registers and risk assessments.	Destroy 7 years after risk assessment is superseded

### Security Control

The activities associated with the provision of security controls to protect occupants and visitors in the Parliamentary precinct, and Parliamentary property and contents, including the heritage collection.

*For key control systems relating to equipment and stores, use EQUIPMENT AND STORES - Security.*

*For key control systems relating to information, use INFORMATION MANAGEMENT - Security.*

*For key control systems relating to technology, use TECHNOLOGY AND TELECOMMUNICATIONS - Security.*

Entry	Description of records	Disposal action
16028	Drawings and other documentation relating to the physical location of all locks, points of alarm, safe rooms and safe entries and exits at Parliament House.	Retain as national archives
16029	Records documenting property guarding, surveillance and patrol operations. Includes rosters and security reports.	Destroy 7 years after last action
16030	Images from scanning equipment used to scan all incoming items, containers, bags, parcels and packages, where there has been a security breach.	Destroy 7 years after last action
16031	Images from scanning equipment used to scan all incoming items, containers, bags, parcels and packages, where there has been no security breach.	Destroy when reference ceases

## PARLIAMENTARY PROTECTION

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### Security Control - Continued

Entry	Description of records	Disposal action
16032	Surveillance tapes where an incident has occurred.	Destroy 7 years after last action
16033	Surveillance tapes where no incident has been recorded.	Destroy 3 days after recording
16034	Records documenting the management of keys to secure areas within Parliament House and its surrounds. Includes key registers, statutory declarations, key requests and returns.	Destroy 5 years after last action
16035	Records documenting the issue of security passes which require police checks. Includes replacement of lost passes. <i>[For security clearances and passes held by agency staff, use PERSONNEL - Security.]</i>	Destroy 4 years after last action
16036	Security access and monitoring data recorded on the security management system.	Destroy 3 years after last action
16037	Records documenting the issue of visitor passes and sign-in requirements where police checks are not required.	Destroy 6 months after last action
17752	Daily checklists produced during security or patrol operations of a routine nature. Includes routine statistics.	Destroy 1 year after last action
17753	Security screening consent forms.	Destroy 1 year after last action



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### Security Incident Management

The activities associated with managing security incidents in the Parliamentary precinct. Includes responses and investigations into incidents.

*For any disciplinary action taken against an employee for a breach of security, use PERSONNEL - Discipline.*

*For security breaches by staff involving equipment and stores, use EQUIPMENT AND STORES - Security.*

*For security breaches by staff involving information, use INFORMATION MANAGEMENT - Security.*

*For security breaches by staff involving technology, use TECHNOLOGY AND TELECOMMUNICATIONS - Security.*

Entry	Description of records	Disposal action
16038	Records documenting major security breaches or incidents: <ul style="list-style-type: none"> <li>• where sabotage or terrorism is suspected</li> <li>• that result in the laying of charges</li> <li>• where there is physical injury to an occupant or visitor to Parliament House</li> <li>• where there is major damage to Parliament House or its contents.</li> </ul>	Retain as national archives
16039	Records documenting minor security breaches or incidents: <ul style="list-style-type: none"> <li>• where sabotage or terrorism is not suspected</li> <li>• that do not result in the laying of charges</li> <li>• where there is no physical injury to an occupant or visitor to Parliament House</li> <li>• where there is only minor damage to Parliament House or its contents.</li> </ul>	Destroy 3 years after last action

### 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
16040	Records documenting submissions to the Presiding Officers relating to the Parliamentary protection function.	Destroy 25 years after last action
16041	Working papers and copies of submissions.	Destroy 1 year after last action

## PARLIAMENTARY PROTECTION

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### Tendering

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

Entry	Description of records	Disposal action
16042	Records documenting the development, issue and evaluation of tenders which lead to signed contracts relating to the Parliamentary protection function. 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> <li>• evaluation documentation</li> <li>• public notices</li> <li>• post offer negotiations</li> <li>• due diligence checks</li> <li>• signed contracts.</li> </ul>	Destroy 12 years after last action
16043	Tender and contract registers.	Destroy 12 years after last entry
16044	Records documenting unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcomes and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender.