



Australian Government

National Archives of Australia

Records Authority

**Food Standards Australia New
Zealand**

Job no 2007/00228350

27 March 2008

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INTRODUCTION

Food Standards Australia New Zealand (FSANZ) 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 core business of the agency. It represents a significant commitment on behalf of FSANZ to understand, create and manage the records of its activities.

This Authority uses a classification scheme based on an analysis of the business of the agency. It takes into account FSANZ's legal and organisational recordkeeping requirements, and the interests of stakeholders of both FSANZ 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 FSANZ 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.

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

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

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

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

APPLICATION OF THIS AUTHORITY

1. This Authority applies to core business records of Food Standards Australia New Zealand (FSANZ).

FSANZ does not develop domestic food regulation policy or set policy guidelines. These roles are performed by the Department of Health and Ageing and the Australia and New Zealand Food Regulation Ministerial Council, with advice on policy guidelines provided by the Food Regulation Standing Committee.

The records covered by this Authority include those records created in the New Zealand office of the agency. There is a New Zealand agency, currently known as the New Zealand Food Safety Authority (NZFSA). The records of NZFSA are not covered by this Authority.

2. 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.

3. 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 FSANZ such as encrypted records and source records that have been copied.

4. 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.

5. 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. FSANZ will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

6. In general, retention requirements indicate a minimum period for retention. FSANZ may extend minimum retention periods if it considers that there is an administrative need to do so. Where FSANZ 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.

7. FSANZ may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, unimportant or for short-term use only. It does not replace the records disposal arrangements agreed to in authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au.

8. 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.

9. Records in the care of FSANZ should be appropriately stored and preserved. FSANZ 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.

10. 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.

11. Advice on how to use this Authority is available from the FSANZ records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

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

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

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

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

The Chief Executive Officer
Food Standards Australia New Zealand
55 Blackall Street
Barton ACT 2600

Purpose:

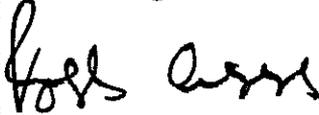
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

CORPORATE GOVERNANCE
FOOD STANDARDS AND SAFETY
INTERNATIONAL COLLABORATION

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:

27 March 2008



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CORPORATE GOVERNANCE

The function of determining strategic directions and ensuring that the organisation fulfils its statutory functions and achieves its objectives. Includes managing the administration of the Board's membership and remuneration and providing secretariat support services for the organisation's Board as well as for those committees established by the Board. Also includes liaison with government and non-government organisations.

For all other activities undertaken by the Board, use STRATEGIC MANAGEMENT

Advice

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

Entry	Description of records	Disposal action
16477	Advice received from, or provided to, the Board on controversial public issues, or with far-reaching social or health and safety implications relating to the functional responsibilities of the agency.	Retain as national archives
16478	Advice received from, or provided to, the Board on matters of lesser importance relating to the functional responsibilities of the agency. Includes advice relating to corporate governance issues and appointments of chief executive officers.	Destroy 7 years after action completed
16479	Records documenting the provision of advice to Government on the nomination, appointment, re-appointment, resignation and termination of members of the public to committees and statutory positions which are administered by the agency. [For advice on the composition of the Board to the Government, use CORPORATE GOVERNANCE - Board Membership]	Destroy 3 years after action completed
18197	Working papers relating to the receipt or provision of advice in support of the corporate governance function.	Destroy when reference ceases

Arrangements

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

Entry	Description of records	Disposal action
16480	Records documenting travel and accommodation arrangements made for Board members. Includes itineraries, programs and bookings. Also includes arrangements for obtaining official passports and visas.	Destroy 7 years after last action
16481	Working papers created in support of travel and accommodation arrangements made for Board members.	Destroy 1 year after last action
18198	Records relating to catering and venue set-ups.	Destroy when reference ceases

CORPORATE GOVERNANCE

The function of determining strategic directions and ensuring that the organisation fulfils its statutory functions and achieves its objectives. Includes managing the administration of the Board's membership and remuneration and providing secretariat support services for the organisation's Board as well as for those committees established by the Board. Also includes liaison with government and non-government organisations.

For all other activities undertaken by the Board, use STRATEGIC MANAGEMENT

Authorisation

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

For delegation by the Board to approve maximum residue level (MRLs), use FOOD STANDARDS AND SAFETY - Authorisation.

Entry	Description of records	Disposal action
16482	Delegations of power from the Board to agency staff to authorise administrative actions.	Destroy 7 years after delegation expires
19258	Authorisations for administrative actions in relation to the corporate governance function.	Destroy 7 years after action completed

Board Meetings

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

For committee meetings, use CORPORATE GOVERNANCE - Committees.

For the final version of standards development reports, use FOOD STANDARDS AND SAFETY - Reporting.

Entry	Description of records	Disposal action
16483	Final version of agendas, minutes and reports tabled at Board meetings. Excludes standards development reports.	Retain as national archives
16484	Supporting documents tabled at Board meetings.	Destroy 7 years after last action
18206	Working papers documenting the conduct and administration of meetings held to support the corporate governance function. Includes: agenda, notices of meetings and draft minutes.	Destroy when reference ceases

CORPORATE GOVERNANCE

The function of determining strategic directions and ensuring that the organisation fulfils its statutory functions and achieves its objectives. Includes managing the administration of the Board's membership and remuneration and providing secretariat support services for the organisation's Board as well as for those committees established by the Board. Also includes liaison with government and non-government organisations.

For all other activities undertaken by the Board, use STRATEGIC MANAGEMENT

Board Membership

The activities associated with managing the composition of Boards. Includes the nomination, appointment and termination of members of the Board. Also includes the processes involved in identifying any conflicts of interest.

For the publication of conflict of interest information on the agency website, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16650	Records documenting the nomination, appointment and termination of members of the Board. Includes information provided to new members on their roles and responsibilities, letters to and from Ministers, records of any conflicts of interest, and the compiled documents of personal details and biographies of members.	Destroy 7 years after separation from the Board
18210	Register of conflicts of interest.	Destroy 7 years after all members registered have separated from the Board

Board Remuneration

The activities associated with managing the payment of salaries and entitlements for members of the Board. Includes receipt of claims for expenditure and determination of remuneration.

Entry	Description of records	Disposal action
16651	Records documenting negotiations and submissions to the remuneration tribunal and other personnel records for Board members.	Destroy 75 years after date of birth or 7 years after last action, whichever is the latest
16652	Records documenting the payment of remuneration to Board members.	Destroy 7 years after last action

CORPORATE GOVERNANCE

The function of determining strategic directions and ensuring that the organisation fulfils its statutory functions and achieves its objectives. Includes managing the administration of the Board's membership and remuneration and providing secretariat support services for the organisation's Board as well as for those committees established by the Board. Also includes liaison with government and non-government organisations.

For all other activities undertaken by the Board, use STRATEGIC MANAGEMENT

Committees

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

For internal audit committees, use STRATEGIC MANAGEMENT - Committees.

For meetings of the Board, use CORPORATE GOVERNANCE - Board Meetings.

For committees examining issues relating to food standards, use FOOD STANDARDS AND SAFETY - Committees.

Entry	Description of records	Disposal action
16653	Records documenting the activities of Board committees examining financial, audit, risk and senior staffing issues. Includes: <ul style="list-style-type: none"> documents establishing the committee final version of minutes reports recommendations supporting documents such as briefing papers and discussion papers. 	Destroy 10 years after last action
16655	Records documenting the activities of all other Board committees. Includes: <ul style="list-style-type: none"> documents establishing the committee final version of minutes reports recommendations supporting documents such as briefing papers and discussion papers. 	Destroy 5 years after last action
16656	Working papers documenting the conduct and administration of committees which consider matters relating to the corporate governance function. Includes: <ul style="list-style-type: none"> agenda notice of meetings draft minutes draft reports draft submissions administrative arrangements. 	Destroy when reference ceases

CORPORATE GOVERNANCE

The function of determining strategic directions and ensuring that the organisation fulfils its statutory functions and achieves its objectives. Includes managing the administration of the Board's membership and remuneration and providing secretariat support services for the organisation's Board as well as for those committees established by the Board. Also includes liaison with government and non-government organisations.

For all other activities undertaken by the Board, use STRATEGIC MANAGEMENT

Government Liaison

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

For liaison with non-Government agencies and organisations, use CORPORATE GOVERNANCE - Liaison.

Entry	Description of records	Disposal action
16657	Records documenting liaison with government agencies in relation to the corporate governance function.	Destroy 7 years after last action

Liaison

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

For liaison with government agencies, use CORPORATE GOVERNANCE - Government Liaison.

Entry	Description of records	Disposal action
16658	Records documenting liaison with professional organisations, private sector organisations, community groups and organisations in relation to the corporate governance function.	Destroy 7 years after last action

Policy

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

Entry	Description of records	Disposal action
16659	Records documenting the development and final versions of the Board's charter and code of conduct. Includes major drafts and results of consultations. Excludes minor drafts where the content is not substantially altered.	Retain as national archives
16660	Records documenting the development and establishment of policies in support of the corporate governance function. Includes: policy proposals, research papers, results of consultations, supporting reports, major drafts and final policy documents.	Destroy 7 years after policy is superseded
16757	Records documenting comments made on the development of policies in support of the corporate governance function.	Destroy 2 years after promulgation of the new policy

CORPORATE GOVERNANCE

The function of determining strategic directions and ensuring that the organisation fulfils its statutory functions and achieves its objectives. Includes managing the administration of the Board's membership and remuneration and providing secretariat support services for the organisation's Board as well as for those committees established by the Board. Also includes liaison with government and non-government organisations.

For all other activities undertaken by the Board, use STRATEGIC MANAGEMENT

Policy - Continued

Entry	Description of records	Disposal action
18219	Working papers documenting the development of policies in support of the corporate governance function.	Destroy when reference ceases

Procedures

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

Entry	Description of records	Disposal action
16661	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the corporate governance function.	Destroy 5 years after procedures are superseded
16662	Records documenting the development of agency procedures supporting the corporate governance function.	Destroy when new procedures are finalised

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Addresses (presentations)

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

Entry	Description of records	Disposal action
16663	Final versions of addresses made by the Minister or senior agency officers at major occasions, or addresses which cover matters of significant public interest including unique material relating to a topical matter such as genetically modified food.	Retain as national archives
16664	Final versions of other addresses presented in relation to the food standards and safety function.	Destroy 3 years after last action
18225	Working papers documenting the preparation of addresses presented by staff.	Destroy when reference ceases

Advice

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

For advice received from the regulatory review authority in relation to a regulation impact statement, use FOOD STANDARDS AND SAFETY - Compliance.

For advice given or received as part of consultations related to the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Consultation.

For responses to enquiries about the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Enquiries.

Entry	Description of records	Disposal action
16665	Advice received or provided on significant matters such as advice on controversial public issues with far-reaching social or health and safety implications relating to the food standards and safety function. Includes advice that involves considerable research or is used in the development of proposals. Also includes advice provided to, or received from, the portfolio Minister and government agencies.	Retain as national archives
16666	Advice provided to bodies that set or develop policy for the agency, which supports the development of proposed policies or leads to the development of new policies for the agency.	Retain as national archives

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Advice - Continued

Entry	Description of records	Disposal action
18231	Advice received or provided on matters of lesser importance in relation to the food standards and safety function. Includes user guides which provide interpretation and compliance advice for manufacturers and retailers, and procedural advice on recall protocols. Also includes advice provided to, or received from, the portfolio Minister and government agencies.	Destroy 7 years after last action
19256	Working papers documenting the development of advice provided by the agency in relation to the food standards and safety function.	Destroy when reference ceases

Agreements

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

For contracts and agreements of joint ventures, use FOOD STANDARDS AND SAFETY - Joint Ventures.

Entry	Description of records	Disposal action
16667	Final versions of agreements, including Memorandums of Understanding (MOUs). Includes records documenting the negotiation and drafting of MOUs and agreements.	Destroy 7 years after expiry or termination of the agreement

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Entry	Description of records	Disposal action
16668	Records documenting appeals against decisions, made to a central arbitration or determining body, which are publicly controversial, of public interest, or lead to changes in standards or processes adopted by the agency.	Retain as national archives
16669	Records documenting all other appeals made to a central arbitration or determining body against a decision made.	Destroy 10 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

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
18235	Delegations of power from the Board to agency staff to authorise administrative actions, including maximum residue levels.	Destroy 7 years after delegation expires
19259	Authorisations for administrative actions in relation to the food standards and safety function.	Destroy 7 years after action completed

Committees

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

For internal audit committees, use STRATEGIC MANAGEMENT - Committees.

For records of meetings, other than committee meetings, use FOOD STANDARDS AND SAFETY - Meetings.

For Board committees, use CORPORATE GOVERNANCE - Committees.

Entry	Description of records	Disposal action
16670	Records of technical advisory committees formed to consider matters relating to the development of food standards and records of working groups of higher level committees, such as the Implementation Sub Committee formed to consider matters relating to the implementation and enforcement of food regulation. Includes: <ul style="list-style-type: none"> documents establishing the committee final version of minutes reports recommendations supporting documents such as briefing papers and discussion papers. 	Retain as national archives
16671	Records of all other committees formed to consider matters relating to the development of food standards. Includes: <ul style="list-style-type: none"> documents establishing the committee final version of minutes reports recommendations supporting documents such as briefing papers and discussion papers. 	Destroy 20 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Committees - Continued

Entry	Description of records	Disposal action
16672	Records of committees other than those relating to the development of food standards. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final version of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 7 years after last action
18247	Working papers documenting the conduct and administration of all committees. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. 	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.

Entry	Description of records	Disposal action
16673	Records documenting compliance with registration and drafting requirements. Includes the development of regulatory impact statements, notifications of compliance, communication with relevant regulatory agencies in the States, Territories and New Zealand, and the statutory compliance register.	Destroy 7 years after last action

Conferences

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

For staff attendance at conferences, use STAFF DEVELOPMENT - Training.

For published proceedings of agency arranged conferences, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16674	Master copies of unpublished proceedings and reports, speeches and papers from agency conferences relating to the food standards and safety function.	Destroy 5 years after action completed

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Conferences - Continued

Entry	Description of records	Disposal action
19255	Records documenting arrangements for and assessments of, agency conferences relating to the food standards and safety function. Includes: program development, arrangements for speakers, promotion, management of registrations and venue bookings, and conference assessments.	Destroy 3 years after last action

Consultation

The process of initiating and managing contact with stakeholders and the public and receiving and handling stakeholder and public comments regarding proposed draft standards, draft variations to standards, and codes of practice. Includes consultations with other countries and international organisations. Also includes advisory groups, and internal expert advisors.

For liaison undertaken with non-government agencies and organisations that is not related to the development of standards and codes of practices, use FOOD STANDARDS AND SAFETY - Liaison.

For liaison undertaken with government agencies and organisations that is not related to the development of standards and codes of practices, use FOOD STANDARDS AND SAFETY - Government Liaison.

For advice about matters related to food standards and safety, use FOOD STANDARDS AND SAFETY - Advice.

Entry	Description of records	Disposal action
16676	Submissions made by the public (industry and general public) in response to invitations to comment on interim and draft standards. Includes submissions that lead to the initiation of standards development.	Retain as national archives
16677	Records documenting consultations, including unsolicited submissions made by the public (industry and general public), in relation to the development of food standards that do not lead to the initiation of standards development.	Destroy 7 years after last action
18364	Records documenting consultations undertaken in relation to food safety. Includes consultations on issues relating to food safety, nutrition and health, food safety in relation to public events and hospitality, and health care industries.	Destroy 10 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

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
16678	Records documenting the management of contracts and performance reviews. Includes minutes of meetings with main stakeholders, and performance and evaluation reports.	Destroy 7 years after the contract ceases or is otherwise terminated

Dietary Modelling

The activities associated with conducting dietary exposure assessments. Includes collecting and processing dietary and food chemical data, monitoring developments in dietary exposure methodologies, and the development of reports containing assessments of estimated dietary exposure to food chemicals. Also includes the provision of these services to external organisations.

Entry	Description of records	Disposal action
16679	Records documenting the development and conduct of dietary exposure assessments. Includes research documents, survey materials, models, final versions of dietary exposure assessments and data on dietary related information.	Destroy 20 years after last action
16680	Working papers supporting the development and conduct of dietary exposure assessments. Includes: <ul style="list-style-type: none">papers related to survey data collectiondraft versions of dietary exposure assessmentscorrespondence with stakeholders about access to data.	Destroy when reference ceases

Distribution

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

Entry	Description of records	Disposal action
16681	Records documenting the distribution of reports, circulars, fact sheets, brochures and other information related to food standards and food safety incidents and issues.	Destroy 3 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Education and Training

The activities associated with providing training and technical assistance in relation to the development of food standards and codes of practice and the promotion and availability of safe food for individuals and other organisations.

For liaison undertaken with government agencies that is not related to the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Government Liaison.

For liaison with non-government agencies and organisations that is not related to the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Liaison.

For advice about matters related to food standards and safety, use FOOD STANDARDS AND SAFETY - Advice.

For advice given or received as part of consultations related to the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Consultation.

For staff training, use STAFF DEVELOPMENT.

For published education and training materials, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16682	Records documenting the development, delivery and evaluation of education and training courses. Includes correspondence with other organisations, training materials, project plans and final programs, lists of attendees, and details of courses, venues and service providers.	Destroy 3 years after action completed
16758	Working papers supporting the development and delivery of training courses. Includes copies of project plans and final programs, and administrative arrangements for training.	Destroy when reference ceases

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Enquiries

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

For liaison undertaken that is not related to the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Agency Liaison.

For advice about matters related to food standards and safety, use FOOD STANDARDS AND SAFETY - Advice.

For advice given or received as part of consultations related to the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Consultation.

Entry	Description of records	Disposal action
16683	Records documenting the handling of enquiries relating to the food standards and safety function. Includes call centre records and enquiry records contained in databases and statistics about enquiries. Also includes frequently asked questions and answers.	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.

Entry	Description of records	Disposal action
16684	Records documenting the evaluation and ongoing monitoring of programs related to the food standards and safety function.	Destroy 7 years after last action

Food Composition

The activity of undertaking an analysis of the chemical and nutrient composition of common foods. Includes the provision of data and reports on results.

For the maintenance and migration of data in systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Entry	Description of records	Disposal action
16685	Records of products and services, including calculators such as the nutrition panel calculator, which support the analysis of the chemical and nutrient composition of common foods.	Destroy 20 years after action completed
16686	Working papers supporting the development of food composition products and services. Includes correspondence with industry and general research into related issues.	Destroy when reference ceases

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Food Recalls

The activity of coordinating and monitoring the recall and withdrawal of foods. Includes consultation with State and Territory food recall action officers and product supplier sponsors on recall and withdrawal matters.

For advice provided on recall processes, use FOOD STANDARDS AND SAFETY - Advice.

For public consultation on general food safety matters use FOOD STANDARDS AND SAFETY - Consultation

For enquiries received about recalls, use FOOD STANDARDS AND SAFETY - Enquiries

Entry	Description of records	Disposal action
16687	Food recall protocols. Includes supporting documents.	Retain as national archives
16688	Records documenting the coordination and monitoring of food recalls and the withdrawal of foods as a result of a recall. Includes notices from companies relating to specific products that are being recalled, information about the distribution of this information to other jurisdictions, statistics, reports of recall actions undertaken, and any remedial action or follow up required.	Destroy 10 years after last action
18248	Working papers supporting the coordination and monitoring of food recalls and the withdrawal of foods as a result of a recall.	Destroy when reference ceases

Gazetting

The activity of publishing the details of a new food standard or a variation to a food standard in a gazette.

Entry	Description of records	Disposal action
16689	Records documenting the gazettal of a new food standard or variation to a food standard. Includes preparation of draft and final gazette notices, correspondence with other agencies and organisations and advice from legal counsel.	Destroy 5 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Government Liaison

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

For liaison undertaken in the form of consultation related to the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Consultation.

For advice about matters related to food standards and safety, use FOOD STANDARDS AND SAFETY - Advice.

For activities associated with joint ventures, use FOOD STANDARDS AND SAFETY - Joint Ventures.

For liaison with non-Government agencies and organisations, use FOOD STANDARDS AND SAFETY - Liaison.

Entry	Description of records	Disposal action
16690	Records documenting liaison activities with government agencies in relation to the food standards and safety function. Includes liaison on technical and enforcement issues.	Destroy 5 years after last action

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 the installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

For monitoring the impact of the implementation of new food standards on key stakeholder groups use FOOD STANDARDS AND SAFETY - Surveillance and Monitoring.

Entry	Description of records	Disposal action
16691	Records documenting the implementation of food standards and safety initiatives, including variations to food standards. Includes strategies, minutes and briefing notes, correspondence with other agencies and organisations.	Destroy 10 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

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.

For liaison with non-government agencies and organisations, use FOOD STANDARDS AND SAFETY - Liaison.

For liaison with government agencies and organisations, use FOOD STANDARDS AND SAFETY - Government Liaison.

Entry	Description of records	Disposal action
16692	Records documenting the management of joint ventures undertaken to support the food standards and safety function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after termination of arrangement

Liaison

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

For liaison undertaken in the form of consultation related to the development of standards and codes of practice, use FOOD STANDARDS AND SAFETY - Consultation.

For advice about matters related to food standards and safety, use FOOD STANDARDS AND SAFETY - Advice.

For activities associated with joint ventures, use FOOD STANDARDS AND SAFETY - Joint Ventures.

For liaison with government agencies, use FOOD STANDARDS AND SAFETY - Government Liaison.

Entry	Description of records	Disposal action
16693	Records documenting liaison with professional and private sector organisations and community groups supporting the food standards and safety function. Includes liaison on technical and enforcement issues.	Destroy 5 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Meetings

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

For committee meetings, use FOOD STANDARDS AND SAFETY - Committees.

For meetings of the Board, use CORPORATE GOVERNANCE - Board Meetings

Entry	Description of records	Disposal action
16694	Final version of minutes and supporting documents tabled at meetings held to support the food standards and safety function. Includes meetings with external agencies.	Destroy 5 years after last action
16695	Working papers documenting the conduct and administration of meetings held to support the food standards and safety function. Includes: agenda, notices of meetings, draft minutes.	Destroy when reference ceases

Ministerial Review

The processes involved in undertaking a review of a draft new standard or code of practice or draft variation to an existing standard or code of practice upon request by the Ministerial Council or Minister. Includes seeking further clarification of the concerns of the Council, reviewing the proposed standard or code, and notifying the Council of the completion of the review.

For stakeholder consultation undertaken and stakeholder submissions received as a result of a ministerial review, use FOOD STANDARDS AND SAFETY - Consultation.

Entry	Description of records	Disposal action
16696	Records documenting correspondence between the agency and the Ministerial Council and action taken in response to requests from the Council. Includes briefing notes, minutes of review meetings, review documentation and draft notices for publication.	Destroy 7 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 overall agency planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of records	Disposal action
16697	Records documenting planning processes undertaken in support of food recalls. Includes the final version of the agency's work plan and outcomes of planning meetings.	Destroy 10 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Planning - Continued

Entry	Description of records	Disposal action
16698	Records documenting planning processes undertaken in support of the creation of, and variation to, food standards or food safety standards. Includes the final version of the agency's work plan and outcomes of planning meetings.	Destroy 5 years after last action
18276	Records documenting the development of all plans in support of the food standards and safety function.	Destroy 3 years after last action

Policy

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

For advice provided to agency policy setting bodies, use FOOD STANDARDS AND SAFETY - Advice.

Entry	Description of records	Disposal action
16701	Records documenting the development and establishment of policies relating to the food standards and safety function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Destroy 7 years after policy is superseded
16702	Working papers documenting the development of policies on the food standards and safety function. Includes comments and feedback received on policies.	Destroy 2 years after promulgation of the new policy

Procedures

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

Entry	Description of records	Disposal action
16703	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the food standards and safety function.	Destroy 5 years after procedures are superseded
16704	Records documenting the development of agency procedures supporting the food standards and safety function.	Destroy when procedures finalised

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

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 assessments of estimated dietary exposure to food chemicals developed as a consequence of conducting dietary exposure assessments, use FOOD STANDARDS AND SAFETY - Dietary Modelling.

For analyses undertaken of the chemical and nutrient composition of common foods, use FOOD STANDARDS AND SAFETY - Food Composition.

Entry	Description of records	Disposal action
16705	All reports relating to the development of food standards until the end of 1999. Includes attachments to reports addressing toxicology, nutrition, microbiology and other issues necessary from a scientific perspective to determine whether a food or processing aid or labelling issue should be approved. Also includes reports from scientific or economic experts, literature reviews and summaries of submissions.	Retain as national archives
16706	Final reports relating to the development of food standards from 2000. Includes attachments to reports addressing toxicology, nutrition, microbiology and other issues necessary from a scientific perspective to determine whether a food or processing aid or labelling issue should be approved. Also includes reports from scientific or economic experts, literature reviews and summaries of submissions. Excludes initial and draft assessment reports.	Retain as national archives
16707	Initial and draft assessment reports from 2000 relating to the development of food standards, including attachments to those reports.	Destroy 20 years after action completed
18252	Final versions of all other reports developed in support of the food standards and safety function.	Destroy 7 years after action completed
18253	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy when reference ceases

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

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.

For research into foreign food standards use INTERNATIONAL COLLABORATION - Research.

For assessments conducted as part of drafting standards or codes of practice, use FOOD STANDARDS AND SAFETY - Standards Development.

For assessments of estimated dietary exposure to food chemicals developed as a consequence of conducting dietary exposure assessments, use FOOD STANDARDS AND SAFETY - Dietary Modelling.

Entry	Description of records	Disposal action
16708	Records documenting research carried out to support the food standards and safety function.	Destroy 20 years after research is completed
16709	Working papers supporting research carried out to support the food standards and safety function. Includes drafts and preliminary research.	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 those activities.

For the reviewing of food and safety standards or codes of practice, use FOOD STANDARDS AND SAFETY - Standards Development.

Entry	Description of records	Disposal action
16710	Records documenting reviews of agency programs and operations relating to the food standards and safety function. Includes documents establishing the review, action plan and final report.	Destroy 7 years after action completed
16711	Working papers relating to reviews of agency programs and operations relating to the food standards and safety function.	Destroy 2 years after action completed

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Risk Analysis and Management

The processes involved in identifying risks, the likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks. Includes identifying hazards or risks associated with describing a food safety problem and its context. Also includes scientific risk analysis used to underpin the creation or amendment of food standards.

Entry	Description of records	Disposal action
16712	Records documenting risk analyses undertaken in relation to food standards and safety. Includes analysis of specific risk management issues related to the development of individual standards.	Destroy 7 years after last action
16713	Records documenting all other risk analysis activities.	Destroy 7 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Standards Development

The activity of developing new, or variations to existing, standards and codes of practice in relation to food. Includes the receipt of applications or the preparation of proposals to develop or vary standards and codes of practice, the assessment of applications and proposals received to determine if they should proceed, the analysis of information contained in public submissions, scientific reports, dietary modelling and other studies, and the seeking of approval for the final version of the standard or code of practice.

For liaison undertaken with government agencies that is not related to the development of food standards, use FOOD STANDARDS AND SAFETY - Government Liaison.

For liaison undertaken with non-government agencies that is not related to the development of food standards, use FOOD STANDARDS AND SAFETY - Liaison.

For the submission and approval of regulation impact statements or a notification of regulation compliance by the regulatory review office, use FOOD STANDARDS AND SAFETY - Compliance.

For stakeholder consultation and the receipt of stakeholder submissions in relation to the development of food standards and codes of practice, use FOOD STANDARDS AND SAFETY - Consultation.

For dietary exposure assessments in support of or in relation to the development of food standards, use FOOD STANDARDS AND SAFETY - Dietary Modelling.

For reviews requested by the Ministerial Council, use FOOD STANDARDS AND SAFETY - Ministerial Review.

For reports in relation to the development of new, or variations to existing, standards and codes of practice, use FOOD STANDARDS AND SAFETY - Reporting.

For the assessment of risks in relation to the development of new, or variations to existing, standards and codes of practice, use FOOD STANDARDS AND SAFETY - Risk Analysis and Management.

For consideration and approval of new or revised standards or codes of practice by management or Board members, use CORPORATE GOVERNANCE - Board Meetings.

For the publication of approved standards or codes of practice, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16714	Records documenting the assessment of an application or proposal for a draft standard or code of practice, or draft variation to a standard or code of practice. Includes the preliminary scoping documents, research and background, scientific risk assessment and other correspondence, and the final version of a standard or code of practice.	Retain as national archives
16715	Copies of records relating to the assessment of an application or proposal for a draft standard or code of practice which are placed in the public register.	Destroy 20 years after last action

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

Surveillance and Monitoring

The activities involved in undertaking monitoring and surveillance of the food supply to ensure that it is safe and to identify any potential food safety hazards. Includes monitoring the impact of the implementation of new food standards and regulations on key stakeholder groups. Includes collecting data from general compliance testing and from specially targeted surveys, and providing information gathered to relevant areas.

For the recall of food as a result of surveillance and monitoring, use FOOD STANDARDS AND SAFETY - Food Recalls.

For tendering processes related to the preparation of national surveys, use FOOD STANDARDS AND SAFETY - Tendering.

Entry	Description of records	Disposal action
16716	Final reports of all surveys relating to food standards or food safety, including: <ul style="list-style-type: none"> • the Australian Total Diet Survey (formerly the Australian Market Basket Survey) • consumer studies relating to nutrition content claims • surveys of people with diabetes/impaired glucose tolerance • surveys of Listeria monocytogens in cooked prawns • surveys of chemical residues in domestic and imported aquacultured fish • surveys of pesticide and contaminant surveillance. 	Retain as national archives
16717	Records documenting the development and conduct of major surveys of wide interest to the community and industry such as national surveys to test foods that are in the food supply chain, or to monitor the impact of the implementation of standards on food labelling. Includes the preparation of the survey, administrative documentation and the survey methodology.	Destroy 20 years after the survey is completed
18269	Records documenting the development and conduct of minor surveys. Includes the preparation of the survey, administrative documentation, and the survey methodology.	Destroy 10 years after the survey is completed

FOOD STANDARDS AND SAFETY

The function of ensuring the safety of food in Australia through a range of activities including developing food regulatory measures, assessing applications for the development of such measures, the monitoring and surveillance of food available in Australia, and the coordination and monitoring of food recalls. Also includes the development of food education initiatives; the distribution of information to increase public awareness of food standards, food labels and food emergencies, and the development of policies in relation to food standards and safety.

For the drafting, marketing, publication and supply of educational and other material relating to food safety and standards, use PUBLICATION.

For reviews of agency processes or practices relating to the development of food standards or food safety, use FOOD STANDARDS AND SAFETY - Reviewing.

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
16718	Records documenting the development and issue of tender documentation. Includes: statement of requirements, request for proposals, expression of interest, request for tender (RFT), draft contract.	Destroy 7 years after tender process completed
16719	Records documenting the evaluation of tenders received against selection criteria. Includes: records documenting arrangements for carrying out the evaluation process, evaluation report recommendations, final report, public notices.	Destroy 7 years after tender process completed
16720	Records of 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, reports on debriefing sessions.	Destroy 3 years after tender process completed or decision made not to continue with the tender
16721	Tender register.	Destroy 7 years after last entry
18272	Signed contracts under seal resulting from tenders and supporting records: Western Australia	Destroy 20 years after completion or other termination of contract
18273	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
18274	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory.	Destroy 12 years after completion or other termination of contract
18275	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after expiry or other termination of contract

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

Addresses (presentations)

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

Entry	Description of records	Disposal action
16722	Final versions of addresses presented by agency staff to international organisations and conferences.	Destroy 5 years after last action
16723	Final versions of addresses presented to non-international organisations such as universities and colleges relating to international collaboration.	Destroy 3 years after last action
16724	Working papers documenting the preparation of addresses presented by staff.	Destroy when reference ceases

Advice

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

For responses to routine enquiries, use INTERNATIONAL COLLABORATION - Enquiries.

Entry	Description of records	Disposal action
16725	Advice provided or received in relation to the function of international collaboration.	Destroy 5 years after last action
16726	Working papers documenting the development of advice in relation to the function of international collaboration.	Destroy when reference ceases

Agreements

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

Entry	Description of records	Disposal action
16727	Final versions of agreements relating to the function of international collaboration.	Destroy 7 years after expiry or termination of the agreement
16728	Records documenting the negotiation and drafting of agreements.	Destroy 5 years after expiry or termination of the agreement

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

Committees

The activities associated with the management 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.

For records of meetings, other than committee meetings, use INTERNATIONAL COLLABORATION - Meetings.

For travel arrangements, use PERSONNEL - Arrangements

Entry	Description of records	Disposal action
16729	Records documenting the activities of internal and external committees such as Codex committees on food products and safety, relating to the function of international collaboration. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final version of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 10 years after last action
18268	Working papers documenting the conduct and administration of committees which consider matters relating to the function of international collaboration. Includes: <ul style="list-style-type: none"> • agenda • notice of meetings • draft minutes • draft reports • administrative arrangements. 	Destroy when reference ceases

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

Conferences

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

For staff attendances at conferences, use STAFF DEVELOPMENT - Training.

For travel arrangements, use PERSONNEL - Arrangements.

For addresses or presentations given by staff at international conferences, use INTERNATIONAL COLLABORATION - Addresses (presentations).

For published proceedings of agency arranged conferences, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16730	Master copies of unpublished proceedings and reports, speeches and papers from agency conferences relating to the international collaboration function.	Destroy 5 years after last action
19257	Records documenting agency conferences in support of the international collaboration function such as conferences on microbiological contaminants or major international issues such as Mad Cow Disease. Includes: program development, arrangements for speakers, promotion, management of registrations and venue bookings and conference assessments.	Destroy 3 years after action completed

Consultation

The process of initiating and managing contact with stakeholders and the public and receiving and handling stakeholder and public comments regarding proposed draft standards, draft variations to standards, and codes of practice. Includes consultations with other countries and international organisations. Also includes advisory groups, and internal expert advisors.

For advice on the development of food standards, use FOOD STANDARDS AND SAFETY - Advice.

For consultation processes carried out in relation to the development of food standards, use FOOD STANDARDS AND SAFETY - Consultation.

For arrangements to travel overseas to attend consultations use PERSONNEL - Arrangements.

For liaison with non-government agencies and organisations, use INTERNATIONAL COLLABORATION - Liaison.

For liaison with government agencies and organisations, use INTERNATIONAL COLLABORATION - Government Liaison.

Entry	Description of records	Disposal action
16732	Records documenting consultations undertaken with international organisations and other agencies in support of the function of international collaboration. Includes reports from agency staff on international exchange experiences.	Destroy 10 years after last action

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

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
16733	Records documenting the management of contracts and performance reviews. Includes correspondence with stakeholders and contractors, implementation plans and performance reports.	Destroy 3 years after the contract ceases or is otherwise terminated

Education and Training

The activities associated with providing training and technical assistance in relation to the development of food standards and codes of practice and the promotion and availability of safe food for individuals and other organisations.

For education and training carried out in relation to food standards and safety within Australia, use FOOD STANDARDS AND SAFETY - Education and Training.

For published education and training materials, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16734	Records documenting the development and delivery of training courses in relation to the function of international collaboration. Includes project plans, records of participants and final programs.	Destroy 3 years after action completed
16735	Working papers supporting the development and delivery of training courses in relation to the function of international collaboration. Includes draft plans and draft programs.	Destroy when reference ceases

Enquiries

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

Entry	Description of records	Disposal action
16736	Records documenting the handling of enquiries relating to the function of international collaboration.	Destroy 2 years after action completed

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

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
16737	Records documenting the evaluation and ongoing monitoring of programs relating to the function of international collaboration. Includes the evaluation of international training programs.	Destroy 5 years after last action
16738	Working papers that support the evaluation and ongoing monitoring of programs relating to the function of international collaboration. Includes draft evaluation documents.	Destroy when reference ceases

Government Liaison

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

For liaison with non-Government agencies and organisations, use INTERNATIONAL COLLABORATION - Liaison.

For consultation with international organisations, use INTERNATIONAL COLLABORATION - Consultation.

Entry	Description of records	Disposal action
16739	Records documenting liaison activities with government agencies in relation to the function of international collaboration.	Destroy 5 years after last action

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 the 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
16740	Records documenting the implementation of plans, policies and procedures developed to support international collaboration. Includes the implementation of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region.	Destroy 3 years after last action

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

Liaison

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

For liaison with Government agencies and organisations, use INTERNATIONAL COLLABORATION - Government Liaison.

For regular consultation with international organisations regarding standards and draft codes of practices, use INTERNATIONAL COLLABORATION - Consultation.

Entry	Description of records	Disposal action
16741	Records documenting liaison activities with professional organisations, private sector organisations, community groups and organisations in relation to the function of international collaboration. Includes documentation related to sharing scientific and other information with international government agencies and arranging meetings and visits.	Destroy 5 years after last action

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 media releases relating to international collaboration, use COMMUNITY RELATIONS - Media Relations.

Entry	Description of records	Disposal action
16742	Records documenting the marketing of training courses to other countries. Includes marketing materials.	Destroy 5 years after last action

Meetings

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

For committee meetings, use INTERNATIONAL COLLABORATION - Committees.

Entry	Description of records	Disposal action
16743	Final version of minutes and supporting documents tabled at meetings held to support the function of international collaboration. Includes meetings with external agencies.	Destroy 5 years after last action
16744	Working papers documenting the conduct and administration of meetings held to support the function of international collaboration. Includes: agenda, notices of meetings, draft minutes.	Destroy when reference ceases

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

Planning

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

Entry	Description of records	Disposal action
16745	Records documenting planning activities undertaken in support of the function of international collaboration. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region.	Destroy 3 years after last action

Policy

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

Entry	Description of records	Disposal action
16746	Records documenting the development and establishment of policies on the function of international collaboration. Includes: policy proposals, research papers, results of consultations, supporting reports, major drafts, final policy documents.	Destroy 7 years after policy is superseded
16747	Working papers documenting the development of policies on the function of international collaboration. Includes comments and feedback received.	Destroy 2 years after promulgation of the new policy

Procedures

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

Entry	Description of records	Disposal action
16748	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the function of international collaboration.	Destroy 5 years after procedures are superseded
16749	Records documenting the development of agency procedures supporting the function of international collaboration.	Destroy when procedures finalised

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

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.

For research to develop new food standards or codes of practice, use FOOD STANDARDS AND SAFETY - Research.

Entry	Description of records	Disposal action
16751	Records documenting detailed research carried out to support the function of international collaboration. Includes information provided by overseas agencies with whom the agency has an agreement, and information about what other countries are doing with their regulatory system both at a general level and in relation to specific standards.	Destroy 5 years after action completed
16752	Records documenting ongoing or routine research carried out to support the function of international collaboration. Includes general information about related activities in other countries, and a comparison or analysis of the different approaches used by those countries.	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.

For the final versions of contracts, use INTERNATIONAL COLLABORATION - Agreements.

Entry	Description of records	Disposal action
16753	Records documenting the development and issue of tender documentation. Includes: statement of requirements, request for proposals, expression of interest, request for tender (RFT), draft contract.	Destroy 7 years after tender process completed
16754	Records documenting the evaluation of tenders received against selection criteria. Includes: records documenting arrangements for carrying out the evaluation process, evaluation report recommendations, final report, public notices.	Destroy 7 years after tender process completed
16755	Records of 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, reports on debriefing sessions.	Destroy 3 years after tender process completed or decision made not to continue with the tender

INTERNATIONAL COLLABORATION

The function of maintaining and strengthening relationships and strategic alliances with key countries, regions and international agencies. Includes the development of strategies to facilitate the harmonisation of food standards throughout the Asia Pacific region; communication with other countries in relation to food regulations and standards; the development, facilitation and administration of technical assistance programs to regional countries; and the provision of training courses on various aspects of food safety or the development of standards. Also includes the hosting of visits from international delegations; the presentation of papers at international conferences; the exchange of personnel; and the conducting of research into the processes and activities employed by other countries in relation to the development and enforcement of food standards.

Tendering - Continued

Entry	Description of records	Disposal action
16756	Tender register.	Destroy 7 years after last entry

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

For the processes involved in arranging for agency staff to travel overseas, use PERSONNEL - Arrangements.

For visits arranged as part of regular liaison with non-government agencies, use INTERNATIONAL COLLABORATION - Liaison.

For visits arranged as part of regular liaison with government agencies, use INTERNATIONAL COLLABORATION - Government Liaison.

Entry	Description of records	Disposal action
18365	Records documenting arrangements for visits to the agency by representatives from international organisations. Includes visit reports.	Destroy 3 years after last action