



Australian Government

National Archives of Australia

Records Authority
Airservices Australia

Job no 2009/00546397

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INTRODUCTION

Airservices Australia and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business areas of Air Traffic Management, Aviation Industry Relations, Business Development, Environmental Management, Financial Management (Statutory Liens), Operational Infrastructure, Operational Systems & Equipment, Operational Training, Rescue & Fire Fighting Services, Safety Management and Strategic Management (Corporate Entities). It represents a significant commitment on behalf of Airservices Australia to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of Airservices Australia. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives Airservices Australia permission under the *Archives Act 1983*, for the destruction, retention or transfer to the National Archives of Australia 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 temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

Airservices Australia may use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general records authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; 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 records management 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 records management 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 replaces Records Authority (RA) S515, 713, 848, 916, 995, 1315, 1316 and 1387. The superseded RAs can no longer be used by Airservices Australia to sentence records after the date of issue of 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 Australian Government 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 Airservices Australia, 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 how long records need to be kept. 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 core business. The information must be accessible for the period of time prescribed in this Authority. Airservices Australia will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
6. In general, retention requirements indicate a minimum period for retention. Airservices Australia may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where Airservices Australia 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. Airservices Australia may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in records 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 will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au.
9. Records in the care of Airservices Australia should be appropriately stored and preserved. The Airservices Australia 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 are in the open access period (currently after 30 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 Airservices Australia 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:

Chief Executive Officer
Airservices Australia
25 Constitution Avenue
Canberra ACT 2601

Purpose:

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

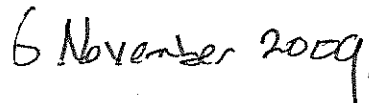
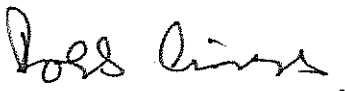
Application:

Air Traffic Management, Aviation Industry Relations, Business Development, Environmental Management, Financial Management (Statutory Liens), Operational Infrastructure, Operational Systems and Equipment, Operational Training, Rescue and Fire Fighting Services, Safety Management, Strategic Management (Corporate Entities)

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

Authorising Officer

Date of issue:



Ross Gibbs
Director-General
National Archives of Australia

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AIR TRAFFIC MANAGEMENT

The core business of managing air traffic in airspace, or operating on the manoeuvring area of an aerodrome, to prevent aircraft collisions, maintain an orderly flow of air traffic, provide advice and information useful for the safe and efficient conduct of flights and notify organisations regarding aircraft in need of search and rescue aid. The associated tasks include:

- the negotiation, establishment, maintenance and review of agreements such as memoranda of understanding for regional cooperation on air traffic operations and agreements for the exchange of information;
- the planning and conduct of internal and external audits;
- seeking approval from the regulatory authority to provide or make changes to air traffic services;
- providing commercial air traffic services to external clients;
- management of internal and external committees and task forces;
- complying with legislative, regulatory and voluntary standards or requirements;
- planning and conducting exercises and drills to test the proficiency of the air traffic management system and personnel;
- the reporting and investigation of aviation related incidents;
- liaison and meetings with stakeholders;
- managing operational information necessary for the safe and efficient movement of air traffic;
- recording operational communications, navigation, surveillance and flight data;
- developing plans such as air traffic control strategic plans and airport long term operating plans;
- developing and reviewing policies and procedures, guidelines and instructions;
- the planning and management of projects;
- the development of internal and external reports;
- the development and implementation of industry or agency standards.

For the maintenance of operational equipment, such as radar, communication and navigation aids, use OPERATIONAL SYSTEMS & EQUIPMENT.

For the management of the organisation's safety resources, systems and processes, use SAFETY MANAGEMENT.

For conferences and presentations relating to aviation industry matters, use AVIATION INDUSTRY RELATIONS.

For the training of air traffic controllers, use OPERATIONAL TRAINING.

For the marketing and identification of commercial business opportunities, use BUSINESS DEVELOPMENT.

For the procurement of services, such as contractors or consultants, use AFDA - PROCUREMENT.

For the distribution of agency publications, use AFDA - PUBLICATION.

AIR TRAFFIC MANAGEMENT

Entry	Description of records	Disposal action
20346	<p>Significant agreement, policy, committee, incident and planning records supporting the Air Traffic Management core business, namely:</p> <ul style="list-style-type: none"> • the negotiation, establishment, maintenance and review of agreements of national or international significance such as memoranda of understanding for regional cooperation on air traffic operations • the development and establishment of national policies, such as the Air Traffic Control and Separation Policy, including proposals, approvals, consultation and final policies • the long term pricing policies for regulated services, and statutory charging policies and determinations • records of committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • incident case files documenting the reporting, collection of all relevant data and information, and investigation of aviation incidents resulting in fatalities or serious injury, or are subject to significant political or public interest, or result in changes to policy, procedures or equipment. Includes the following records that relate to the incident: <ul style="list-style-type: none"> ○ daily logs ○ incident reports ○ communication, radar and navigation recordings ○ flight progress strips ○ flight plans/notifications ○ emergency notifications ○ transcripts ○ Notices to Airmen (NOTAM) ○ Message Check Sheets ○ investigation reports • the development of significant plans and cases such as air traffic control strategic plans, safety cases for major service changes, and airport long term operating plans. 	Retain as national archives
20410	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (executed under seal prior to 15 November 2005) that are not of national or international significance. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • final signed agreements (managed by the agency's legal department). 	Destroy 21 years after expiry, termination of agreement or last action, whichever is the longer

AIR TRAFFIC MANAGEMENT

Entry	Description of records	Disposal action
20411	<p>Records documenting the negotiation, establishment, maintenance and review of agreements that are not of national or international significance (other than those executed under seal prior to 15 November 2005). Includes agreements relating to the provision of air traffic services to external clients such as airport administrators and airline companies, or arrangements, such as memoranda of understanding with external agencies or organisations for sharing or accessing information relating to air traffic management services, e.g. meteorological information. Includes:</p> <ul style="list-style-type: none">• negotiations and consultations• meeting notes• correspondence relating to agreements• expert opinions• recommendations and decisions• stakeholder comments• drafts• final signed agreements (managed by the agency legal department).	Destroy 15 years after expiry, termination of agreement or last action, whichever is the longer

AIR TRAFFIC MANAGEMENT

Entry	Description of records	Disposal action
20412	<p>Project, compliance , submission, emergency planning and incident records supporting the Air Traffic Management core business, including:</p> <ul style="list-style-type: none"> • case files relating to the agency bidding and negotiating to provide air traffic services to other organisations or governments, where the bid is successful. Includes: <ul style="list-style-type: none"> ○ proposals, quotes or tender documents ○ correspondence between stakeholders ○ notifications ○ progress and final reports. <p><i>[NB: Refer to Entries 20410 and 20411 for commercial contracts and agreements.]</i></p> • the planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion • compliance with legislative, regulatory and voluntary standards requirements. Includes: <ul style="list-style-type: none"> ○ compliance reports ○ monitoring reports ○ inspection reports ○ correspondence relating to compliance. • comments, submissions and feedback provided to external agencies developing air traffic management standards • the planning and conduct of exercises and drills, such as simulation exercises, which prepare personnel to respond to emergencies. Includes scenarios, scripts, debriefing material, consultation records, and reports • incident case records documenting the reporting and investigation of aviation incidents that do not involve fatalities or serious injury, are not subject to significant political or public interest, and do not result in changes to policy, procedures or equipment. Includes: <ul style="list-style-type: none"> ○ daily logs ○ incident reports ○ communication, radar and navigation recordings ○ flight progress strips ○ flight plans/notifications ○ emergency notifications ○ transcripts ○ Notices to Airmen (NOTAM) ○ Message Check Sheets ○ investigation reports <p><i>[NB: Refer to Entry 20346 for recordings that form part of an investigation into significant incidents.]</i></p> <ul style="list-style-type: none"> ○ incident registers. 	Destroy 10 years after last action
20413	Records documenting the development and establishment of air traffic management standards by the agency.	Destroy 10 years after standard is superseded or obsolete

AIR TRAFFIC MANAGEMENT

Entry	Description of records	Disposal action
20414	<p>Audit, meeting, project, operational information and reporting records supporting the Air Traffic Management core business, including:</p> <ul style="list-style-type: none"> • the planning and conduct of internal and external audits. Includes liaison with auditing bodies, meeting notes, comments and reports • final versions of minutes and supporting documents tabled at meetings • records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • records of projects that are abandoned • operational information collected and disseminated to pilots in relation to take-off and landing, such as information provided by Air Traffic Information Services (ATIS). Includes: <ul style="list-style-type: none"> ○ operating time of the Tower ○ radio frequencies ○ preferred runways ○ noise abatement procedures ○ works in progress ○ weather conditions • operational log books reporting all significant occurrences and actions relating to operations, facilities, equipment and staff at air traffic services units • formal internal reports and reports made to external agencies such as reports on interruptions to services and runway incursion survey reports. Excludes reports provided under a commercial service arrangement with external parties. 	Destroy 7 years after last action
20415	<p>Approval records supporting the Air Traffic Management core business, including:</p> <ul style="list-style-type: none"> • agency requests for approval from a regulatory authority (such as the Civil Aviation Safety Authority) to provide or make changes to air traffic services at specific aerodromes. Includes applications, certificates of approval, renewals and variations to authorisations, and responses to notices to show cause why the approval should not be cancelled or suspended • the approval of procedures, guidelines, instructions, and requests for changes to documentation. 	Destroy 7 years after lapse, cancellation or other termination of authorisation

AIR TRAFFIC MANAGEMENT

Entry	Description of records	Disposal action
20416	<p>Procedural and safety case records supporting the Air Traffic Management core business, including:</p> <ul style="list-style-type: none"> • the development and establishment of operational procedures, guidelines, instructions and plans by the agency, such as the Operations Manual, aeronautical information guides, and contingency plans for the interruption of services. Includes consultation records and final documents • development of safety cases for air traffic services that are not considered innovative or controversial. Includes safety objectives, risk assessments, historical and current safety status reports, consultation, approvals and final cases. 	<p>Destroy 7 years after procedures, guidelines, instructions or plans are superseded or obsolete</p>
20417	<p>Routine administrative, tendering, project and contact records supporting the Air Traffic Management core business, including:</p> <ul style="list-style-type: none"> • records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes • case files relating to the agency bidding and negotiating to provide air traffic services to other organisations or governments, where the bid is not successful. Includes proposals, quotes or tender documents and notifications • records of project proposals that are rejected • records documenting the agency's routine liaison with stakeholders in relation to air traffic management such as exchange of information correspondence and contact lists. 	<p>Destroy 3 years after last action</p>
20418	<p>Flight notifications received by the agency that provide air traffic controllers with information needed to process and service flights in and around controlled airspace and, if required, to initiate search and rescue action (SAR), not required for incident investigations</p>	<p>Destroy 90 days after last action</p>
21190	<p>Records documenting:</p> <ul style="list-style-type: none"> • automatic recordings of direct pilot-controller two-way radiotelephony or datalink communications; and direct-speech or datalink communications between air traffic services units, not required for incident investigations. • records captured during the provision of air traffic services and not required for incident investigations. Includes: <ul style="list-style-type: none"> ○ Air Traffic Service (ATS) messages, including flight plans ○ flight progress strips or documents of a similar nature ○ transcripts of automated weather broadcasts (such as Air Traffic Information Service - ATIS) ○ log books ○ handover/takeover details 	<p>Destroy 30 days after action completed</p>
20419	<p>Automatic recordings of surveillance data from primary and secondary radar equipment or obtained through Automatic Dependent Surveillance (ADS); and automated flight data processing including on-screen display of aircraft tracks and label blocks, not required for an incident investigation</p>	<p>Destroy 14 days after last action</p>

AIR TRAFFIC MANAGEMENT

Entry	Description of records	Disposal action
20420	Records documenting the receipt of notifications of new or changed aeronautical facilities, services, procedures or hazards, either temporary or permanent, which result in the issue of Notices to Airmen (NOTAMs) or are reported to the Aeronautical Information Service provider or regulatory authority. Includes notifications, NOTAMs and approvals to issue NOTAMs	Destroy after notifications have been incorporated into published documentation or when reference ceases, whichever is appropriate
20421	Reference material (such as copies of Acts, Regulations, Manual of Standards) available to personnel who perform activities associated with air traffic management.	Destroy when superseded

AVIATION INDUSTRY RELATIONS

The core business of establishing and maintaining relationships with aviation industry stakeholders (such as other national and international civil aviation authorities and organisations, representative groups and airport owners) in order to share information and consult on aviation issues and advances in aviation technology, global aviation safety standards, and similar matters. The tasks associated with aviation industry relations include:

- the negotiation, establishment, maintenance and review of agreements, such as cooperative arrangements and agreements for the exchange of information;
- the management of internal and external committees and task forces;
- arranging or attending conferences relating to the aviation industry;
- presenting at aviation industry related events;
- assistance provided to participants in the aviation and aerospace industry to develop and market products or services;
- consultations, meetings and liaison with aviation industry stakeholders regarding aviation industry issues;
- developing plans such as strategic regional plans relating to the aviation industry;
- the planning and management of projects relating to aviation industry relations;
- the conduct of general research into aviation industry issues;
- providing comments and feedback to external agencies developing standards relating to the aviation industry;
- the receipt of industry awards for the agency's outstanding achievements.

For maintaining the agency's broad public profile, use AFDA - COMMUNITY RELATIONS.

For agency publications such as published reports and aeronautical industry information, use AFDA - PUBLICATION.

For the establishment of agreements in relation to air traffic control, use AIR TRAFFIC MANAGEMENT.

For the establishment and maintenance of business relationships with stakeholders to achieve long-term commercial growth for the agency, use BUSINESS DEVELOPMENT.

For research into specific aviation industry issues in support of a core business, use a more specific core business such as SAFETY MANAGEMENT.

AVIATION INDUSTRY RELATIONS

Entry	Description of records	Disposal action
20404	<p data-bbox="341 300 1059 389">Significant conference, committee, agreement, consultation, planning and award records supporting the Aviation Industry Relations core business, namely:</p> <ul data-bbox="341 396 1059 1677" style="list-style-type: none"><li data-bbox="341 396 1059 524">• final, approved versions of unpublished proceedings, reports and addresses from conferences, seminars or forums arranged by the organisation or at national or international events arranged by other organisations<li data-bbox="341 530 1059 712">• records of committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers<li data-bbox="341 719 1059 846">• arrangements and agreements that have national or international significance such as memoranda of understanding and cooperative consortium agreements with overseas aviation organisations<li data-bbox="341 853 1059 1677">• consultations with aviation industry stakeholders relating to issues or matters of concern or regarding the agency's practices that:<ul data-bbox="389 943 1059 1451" style="list-style-type: none"><li data-bbox="389 943 1059 1032">○ result in significant or innovative changes to aviation related policies, procedures, standards or operating capabilities<li data-bbox="389 1039 1059 1106">○ relate to controversial matters in the aviation industry or<li data-bbox="389 1113 1059 1135">○ have wide or intense community or media interest.Includes:<ul data-bbox="389 1180 1059 1451" style="list-style-type: none"><li data-bbox="389 1180 1059 1202">○ consultation notes<li data-bbox="389 1209 1059 1232">○ surveys, such as the General Aviation (GA) Survey<li data-bbox="389 1238 1059 1261">○ reports analysing issues<li data-bbox="389 1267 1059 1290">○ briefing and discussion papers<li data-bbox="389 1296 1059 1364">○ final versions of minutes and supporting documents tabled at meetings<li data-bbox="389 1370 1059 1438">○ comments, submissions and feedback to and from stakeholders.<li data-bbox="341 1458 1059 1547">• the development of significant plans such as strategic regional plans. Includes final plans and background research and consultation<li data-bbox="341 1554 1059 1677">• the receipt of industry awards in recognition of outstanding agency achievements, including design, project and environmental awards. Includes submissions and notifications.	Retain as national archives

AVIATION INDUSTRY RELATIONS

Entry	Description of records	Disposal action
20405	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (executed under seal prior to 15 November 2005) with other civil aviation authorities and representative groups for the exchange of information or cooperative arrangements relating to Aviation Industry Relations that do not have national or international significance. Includes:</p> <ul style="list-style-type: none">• negotiations and consultations• meeting notes• correspondence relating to agreements• expert opinions• recommendations and decisions• stakeholder comments• final signed agreements (managed by the agency's legal department).	Destroy 21 years after expiry or termination of agreement
20406	<p>Records documenting the negotiation, establishment, maintenance and review of agreements with other civil aviation authorities and representative groups for the exchange of information or cooperative arrangements relating to Aviation Industry Relations that do not have national or international significance. Excludes those executed under seal prior to 15 November 2005. Includes:</p> <ul style="list-style-type: none">• negotiations and consultations• meeting notes• correspondence relating to agreements• expert opinions• recommendations and decisions• stakeholder comments• final signed agreements (managed by the agency's legal department).	Destroy 15 years after expiry or termination of agreement
20407	<p>Assistance, project and research records supporting the Aviation Industry Relations core business and documenting:</p> <ul style="list-style-type: none">• assistance (such as assistance provided to overseas countries to investigate national and international aviation markets) provided to aviation industry stakeholders to participate in the aviation and aerospace industry, including briefing papers, trend reports, market intelligence, company capability statements and profiles, advice and presentation packages• the planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion• research into broad aviation industry issues such as new markets, products and suppliers.	Destroy 10 years after last action

AVIATION INDUSTRY RELATIONS

Entry	Description of records	Disposal action
20408	<p>Committee, consultation, presentation and project records supporting the Aviation Industry Relations core business that are not of a significant nature, including:</p> <ul style="list-style-type: none">• records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers• consultations with aviation industry stakeholders relating to issues or matters of concern that do not result in significant changes to policies, procedures, standards or operating practices, are not controversial and do not have wide or intense community or media interest. Includes consultation notes, surveys, reports analysing issues, briefing and discussion papers, and comments, submissions and feedback to and from stakeholders• presentations provided at external stakeholders' events that are not of national or international significance• final versions of minutes and supporting documents tabled at meetings• records of projects that are abandoned• unsuccessful submissions for industry awards.	Destroy 7 years after last action
20409	<p>Routine administrative, project and contact records supporting the Aviation Industry Relation core business, including:</p> <ul style="list-style-type: none">• records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes• administrative arrangements for conferences, seminars or forums arranged by the organisation, including program development records, invitations to speakers, registrations, venue bookings, and travel and catering arrangements• records of project proposals that are rejected• records documenting the agency's routine liaison with stakeholders associated with the aviation industry such as exchange of information correspondence and contact lists.	Destroy 3 years after last action

BUSINESS DEVELOPMENT

The core business of prospecting and identifying commercial business opportunities for the agency to provide services, such as air traffic management, to external domestic and international stakeholders. Includes facilitating regional engagement and business collaboration with air navigation service providers to improve safety, efficiency, services and technologies. The tasks associated with business development include:

- speeches and addresses presented to support business development activities;
- the negotiation, establishment, maintenance and review of agreements, such as memoranda of understanding with external agencies or organisations relating to commercial or strategic business alliances;
- identifying business opportunities;
- bidding and negotiating for the agency to provide commercial services to other organisations or governments;
- the management of internal and external committees and task forces;
- liaison and meetings with stakeholders;
- marketing the agency's commercial services and activities;
- the development of internal reports;
- the planning and management of projects.

For the provision of air traffic services to external stakeholders, including reports provided as part of contract deliverables, use AIR TRAFFIC MANAGEMENT. For the provision of environmental management services to external stakeholders, including reports provided as part of contract deliverables, use ENVIRONMENTAL MANAGEMENT.

For the provision of navigation, communication and surveillance equipment maintenance services to external stakeholders, including reports provided as part of contract deliverables, use OPERATIONAL SYSTEMS & EQUIPMENT.

For the provision of rescue and fire fighting services to external stakeholders, including reports provided as part of contract deliverables, use RESCUE & FIRE FIGHTING SERVICES.

For establishing and maintaining relationships with aviation industry stakeholders, including reports provided as part of contract deliverables, use AVIATION INDUSTRY RELATIONS.

For the procurement of goods and services such as consulting services, use AFDA - PROCUREMENT.

Entry	Description of records	Disposal action
20422	Records supporting Business Development committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers.	Retain as national archives
20423	Records documenting the negotiation, establishment, maintenance and review of contracts and memoranda of understanding (executed under seal prior to 15 November 2005) with other parties relating to commercial or strategic business alliances. Includes: <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence • expert opinions • recommendations and decisions • stakeholder comments • final signed contracts (managed by the agency's legal department). 	Destroy 21 years after expiry or termination of agreement

BUSINESS DEVELOPMENT

Entry	Description of records	Disposal action
20424	<p>Records documenting the negotiation, establishment, maintenance and review of contracts and memoranda of understanding with other parties relating to commercial or strategic business alliances. Excludes those executed under seal prior to 15 November 2005. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence • expert opinions • recommendations and decisions • stakeholder comments • final signed contracts (managed by the agency's legal department). 	Destroy 15 years after expiry or termination of agreement
20425	<p>Project and tendering records supporting the Business Development core business, including:</p> <ul style="list-style-type: none"> • case files relating to the agency bidding and negotiating to provide services to other organisations or governments, where the bid is successful. Includes: <ul style="list-style-type: none"> ○ background information ○ proposals, quotes or tender documents ○ correspondence and memos between stakeholders ○ progress and final reports <p><i>[NB: Refer to entries 20423 and 20424 for commercial contracts.]</i></p> • The planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion. 	Destroy 10 years after last action
20426	<p>Routine reporting, project, presentation, committee and meeting records supporting the Business Development core business, including:</p> <ul style="list-style-type: none"> • final versions of formal reports such as activity and statistical reports. <i>[NB: Refer to entry 20425 for formal reports provided to external organisations as part of contract deliverables.]</i> • records of projects that are abandoned, including documents currently known as Go/No-Go memos • final versions of business/marketing presentations made to stakeholders • records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • final versions of minutes and supporting documents tabled at meetings. 	Destroy 7 years after last action

BUSINESS DEVELOPMENT

Entry	Description of records	Disposal action
20427	<p data-bbox="341 297 1082 387">Routine administrative, marketing, project and contact records supporting the Business Development core business, including:</p> <ul data-bbox="341 392 1082 1111" style="list-style-type: none"><li data-bbox="341 392 1082 481">• records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes<li data-bbox="341 486 1082 734">• the marketing of the agency's services and activities for commercial purposes. Includes:<ul data-bbox="389 560 1082 734" style="list-style-type: none"><li data-bbox="389 560 1082 593">○ market segmentations<li data-bbox="389 598 1082 631">○ market research<li data-bbox="389 636 1082 669">○ profiles of companies, organisations or countries<li data-bbox="389 674 1082 707">○ advertising campaigns<li data-bbox="389 712 1082 745">○ final versions of promotional material<li data-bbox="341 750 1082 806">• project proposals that are rejected, including documents currently known as Go/No-Go memos<li data-bbox="341 810 1082 1008">• case files relating to the agency bidding and negotiating to provide services to other organisations or governments, where the bid is not successful. Includes:<ul data-bbox="389 907 1082 1008" style="list-style-type: none"><li data-bbox="389 907 1082 940">○ proposals, quotes or tender documents<li data-bbox="389 945 1082 978">○ correspondence between stakeholders<li data-bbox="389 983 1082 1016">○ notifications<li data-bbox="341 1012 1082 1111">• records documenting the agency's routine liaison with stakeholders such as exchange of information correspondence and contact lists.	Destroy 3 years after last action

ENVIRONMENTAL MANAGEMENT

The core business of protecting the environment from the effects of or effects associated with the aviation industry. Includes, reducing the organisation's environmental footprint by minimising the impact of operations with respect to greenhouse gas emissions, energy and water use, heritage, biodiversity, resource usage and waste generation, and reviewing airport development plans and development activities. The associated tasks include:

- the negotiation, establishment, maintenance and review of agreements, such as memoranda of understanding with external agencies or organisations for sharing or accessing information;
- the planning and conduct of internal and external audits, including environmental and noise abatement audits;
- the management of certificates and permits such as aircraft noise certificates;
- the management of and participation in internal and external committees and task forces, and supporting international initiatives;
- the management of complaints and enquiries relating to environmental matters such as wake turbulence and aircraft noise;
- the management of compliance with legislative, regulatory and voluntary standards or requirements;
- Environmental Management System development, maintenance, implementation and certification;
- providing commercial environmental management services to clients;
- the conduct of environmental assessments;
- the reporting and investigation of environmental incidents;
- liaison and meetings with stakeholders;
- monitoring environmental compliance relating to aircraft noise and flight paths, including by Ministerial Direction;
- developing plans such as environmental management plans and strategies;
- developing and reviewing policies and procedures, guidelines and instructions;
- reviews and appeals against agency decisions;
- the planning and management of projects;
- the development of internal and external reports;
- the conduct of research;
- the development and implementation of industry or agency standards;
- the development and implementation of environmental awareness and communication programs.

For conferences and addresses relating to aviation industry matters, use AVIATION INDUSTRY RELATIONS.

For the receipt of environmental awards by the agency, use AVIATION INDUSTRY RELATIONS.

For development and delivery of environmental training, use OPERATIONAL TRAINING.

For compensation claims for wake turbulence and other detrimental effects, use AFDA - COMPENSATION – Claims.

For collection of aircraft noise levies, use AFDA - FINANCIAL MANAGEMENT - Accounting.

For litigation resulting from environmental matters, use AFDA - LEGAL SERVICES – Litigation.

For the establishment of contracts with consultants and services providers, use AFDA - PROCUREMENT.

ENVIRONMENTAL MANAGEMENT

Entry	Description of records	Disposal action
20428	<p>Significant reporting, policy, incident, agreement, planning, complaint and committee records supporting the Environmental Management core business, including:</p> <ul style="list-style-type: none"> • final approved environmental assessment reports • the development of national policies, including proposals, records of consultation, and final approved policies • the reporting and investigation of environmental incidents in which result in fatalities, serious injury or have the potential for long term effects, are subject to significant political or public interest, or result in changes to policy, procedures or equipment. Includes incident files, sample testing results and investigation reports • arrangements and agreements that have national or international significance such as international agreements for the reduction of the environmental impact of the aviation industry • records of committees (such as the ICAO Committee on Aviation Environment Protection) where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • the development of significant plans such as environmental strategic plans, including research, consultation and final plans • environmental complaints register. 	Retain as national archives
20429	<p>Significant assessment and monitoring records supporting the Environmental Management core business, including:</p> <ul style="list-style-type: none"> • the conduct of assessments of how proposed changes to the airways system could impact on the environment, including investigations, consultation and reports • the monitoring of flight corridors and curfew regulations for compliance. Includes: <ul style="list-style-type: none"> ○ flight track data ○ statistics ○ tables ○ track density plots ○ noise exposure indexes, forecasts ○ quarterly reports and summaries. 	Destruction not authorised

ENVIRONMENTAL MANAGEMENT

Entry	Description of records	Disposal action
20430	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (executed under seal prior to 15 November 2005) such as memoranda of understanding with external agencies or organisation for sharing or accessing information relating to the environmental management, that do not have national or international significance. Includes:</p> <ul style="list-style-type: none">• negotiations and consultations• meeting notes• correspondence relating to agreements• expert opinions• recommendations and decisions• stakeholder comments• final signed agreements (managed by the agency's legal department).	Destroy 21 years after expiry or termination of agreement
20431	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (other than those executed under seal prior to 15 November 2005) such as memoranda of understanding with external agencies or organisations for sharing or accessing information relating to environmental management, that do not have national or international significance. Includes:</p> <ul style="list-style-type: none">• negotiations and consultations• meeting notes• correspondence relating to agreements• expert opinions• recommendations and decisions• stakeholder comments• final signed agreements (managed by the agency's legal department).	Destroy 15 years after expiry or termination of agreement

ENVIRONMENTAL MANAGEMENT

Entry	Description of records	Disposal action
20432	<p data-bbox="341 297 1085 360">Incident, compliance, project, and submission records supporting the Environmental Management core business:</p> <ul data-bbox="341 365 1085 1243" style="list-style-type: none"><li data-bbox="341 365 1085 611">• the reporting and investigation of environmental incidents that do not involve fatalities or serious injury, are not subject to significant political or public interest, and do not result in changes to policy, procedures or equipment. Includes incident reports and incident registers. Excludes reports and investigations into environmental incidents with the potential for long term effects <i>[NB: Refer to Entry 20428 for significant incidents.]</i><li data-bbox="341 616 1085 772">• compliance with legislative, regulatory and voluntary standards or requirements such as undertaking monitoring and inspections, and liaising with regulatory bodies. Includes compliance, risk management, monitoring and inspection reports, and carbon offset scheme participation<li data-bbox="341 777 1085 1046">• case files relating to the agency bidding and negotiating to provide environmental management services to other organisations or governments, where the bid is successful. Excludes agreements and contracts. Includes:<ul data-bbox="389 934 906 1046" style="list-style-type: none"><li data-bbox="389 934 906 967">○ proposals, quotes or tender documents<li data-bbox="389 972 906 1005">○ correspondence between stakeholders<li data-bbox="389 1010 906 1046">○ progress and final reports<i>[Refer to Entries 20430 and 20431 for agreements]</i><li data-bbox="341 1081 1085 1171">• the planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion<li data-bbox="341 1176 1085 1243">• comments, submissions and feedback provided to external agencies developing environmental standards.	Destroy 10 years after last action

ENVIRONMENTAL MANAGEMENT

Entry	Description of records	Disposal action
20433	<p>Complaint, appeal, research, program, meeting, project, reporting, enquiries and audit records documenting the Environmental Management core business:</p> <ul style="list-style-type: none"> • the receipt and investigation of complaints, such as wake turbulence and aircraft noise, where the matter is referred for legal action, including complaints, research, reports, responses and referrals for legal action • reviews/appeals against agency decisions • research into environmental matters, including proposals, surveys, literature searches, consultation and final reports • the development and implementation of environmental awareness and communication programs • final versions of minutes and supporting documents tabled at meetings • records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • projects that are abandoned • final versions of formal internal reports and reports made to external agencies, such as noise and flight path monitoring system reports. Excludes compliance reports to regulatory bodies • enquiries about matters, such as aircraft noise enquiries • the planning and conduct of internal and external audits, such as environmental audits and noise abatement audits. Includes liaison and final reports. 	Destroy 7 years after last action
20434	<p>Certification records supporting the Environmental Management core business, including:</p> <ul style="list-style-type: none"> • the issue of certificates and permits by the agency, such as aircraft noise certificates and permits to operate an aircraft without a noise certificate. Includes applications, and notices of revocation or termination of certificates and permits. Excludes unsuccessful applications • records documenting the agency obtaining and maintaining ISO 14000 accreditation for its Environmental Management System, including applications, accreditation audits and certification. 	Destroy 7 years after lapse or withdrawal of certificate or permit
20435	Records documenting the development and establishment of environmental standards by the agency.	Destroy 10 years after standard is superseded or obsolete
20436	Records documenting the development and maintenance of environmental management instructions, procedures, plans and systems. Includes proposals, consultation and final/master documentation.	Destroy 7 years after document is superseded or obsolete

ENVIRONMENTAL MANAGEMENT

Entry	Description of records	Disposal action
20437	<p>Routine certification, complaint, project, administrative and contact records supporting the Environmental Management core business, including:</p> <ul style="list-style-type: none">• applications for aviation certificates and permits that are not approved. Excludes reviews and appeals against decision• the receipt and investigation of complaints, such as wake turbulence and aircraft noise, where the matter is not referred for legal action• project proposals that are rejected• case files relating to the agency bidding and negotiating to provide environmental management services to other organisations or governments, where the bid is not successful. Includes proposals, quotes or tender documents and notifications• records documenting the agency's routine liaison with stakeholders in relation to environmental management such as exchange of information correspondence and contact lists• records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes.	Destroy 3 years after last action

FINANCIAL MANAGEMENT (STATUTORY LIENS)

The core business of managing statutory determination charges for the provision of services and facilities to aviation operators. It includes the right for the agency to impose a statutory lien on aircraft where charges are not paid by the due date, and if the debt remains unpaid, to seize and sell aircraft. The associated tasks include:

- maintaining a register of statutory liens
- seizure and sale of aircraft
- managing reviews of agency decisions.

For accounting records such as invoices, receipts, and debt recovery, use AFDA - FINANCIAL MANAGEMENT.

For policy records relating to air navigation cost recovery, use AIR TRAFFIC MANAGEMENT.

Entry	Description of records	Disposal action
20364	Register of statutory liens.	Destruction not authorised
20365	Records documenting actions taken in relation to statutory liens, including: <ul style="list-style-type: none"> • the seizure and sale of aircraft. Includes certificates, notifications, arrangements for sale, and approvals • reviews and appeals against agency decisions. 	Destroy 7 years after last action

OPERATIONAL INFRASTRUCTURE

The core business of managing the agency's operational infrastructure. Includes purpose-built maintenance buildings, fire stations, radar towers and air traffic control towers. The associated tasks include:

- the design, maintenance and decommissioning of operational infrastructure
- the negotiation, establishment, maintenance and review of agreements such as agreements or memoranda of understanding for the development and management of infrastructure
- seeking and managing approvals from the regulatory authority to make changes to operational infrastructure
- the management of internal and external committees
- developing plans for operational infrastructure
- the planning and management of projects.

For equipment and systems used within infrastructure, use OPERATIONAL SYSTEMS & EQUIPMENT.

For industry awards received for the design of operational infrastructure, use AVIATION INDUSTRY RELATIONS.

For the ceremonial opening of operational infrastructure, use AFDA - COMMUNITY RELATIONS – Ceremonies.

For the procurement of services related to the design and construction of operational infrastructure, use AFDA - PROCUREMENT.

For all other matters concerning building management and land accommodating infrastructure, use AFDA - PROPERTY MANAGEMENT.

Entry	Description of records	Disposal action
20356	<p>Significant planning, policy, design, and committee records supporting the Operational Infrastructure core business, namely:</p> <ul style="list-style-type: none"> • the development of significant plans such as asset management plans • the development of national operational infrastructure policies, including proposals, approvals, consultation and final policies • the design of operational infrastructure that is considered innovative, controversial or world-first in design. Includes approved plans, drawings, specifications, safety cases and diagrams • records of committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers. 	Retain as national archives

OPERATIONAL INFRASTRUCTURE

Entry	Description of records	Disposal action
20357	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (executed under seal prior to 15 November 2005) such as those for the provision of services to external stakeholders. Includes:</p> <ul style="list-style-type: none">• negotiations and consultations• meeting notes• correspondence relating to agreements• expert opinions• recommendations and decisions• stakeholder comments• final signed agreements (managed by the agency's legal department).	Destroy 21 years after expiry, termination of agreement
20358	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (other than those executed under seal prior to 15 November 2005) such as those for the provision of services to external stakeholders. Includes:</p> <ul style="list-style-type: none">• negotiations and consultations• meeting notes• correspondence relating to agreements• expert opinions• recommendations and decisions• stakeholder comments• drafts• final signed agreements (managed by the agency legal department).	Destroy 15 years after expiry, termination of agreement
20359	<p>Tendering, submission, compliance, and project records supporting the Operational Infrastructure core business, including:</p> <ul style="list-style-type: none">• case records relating to the agency bidding and negotiating to provide services relating to the operation or maintenance of operational infrastructure for other organisations or governments, where the bid is successful. Includes:<ul style="list-style-type: none">○ proposals, quotes or tender documents○ correspondence between stakeholders○ progress reports○ reports required as part of the provision of services• comments, submissions and feedback provided to external agencies developing operational infrastructure standards• compliance with legislative, regulatory and voluntary standards requirements. Includes:<ul style="list-style-type: none">○ compliance reports○ monitoring reports○ inspection reports○ correspondence relating to compliance• the planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion.	Destroy 10 years after last action

OPERATIONAL INFRASTRUCTURE

Entry	Description of records	Disposal action
20360	Records documenting the development of safety cases for infrastructure which is not considered innovative, controversial or world first. Includes safety objectives, risk assessments, historical and current safety status reports, consultation, approvals and final cases.	Destroy 7 years after superseded in accordance with TAS procedure 114
20361	<p>Records supporting the design and ongoing management of operational infrastructure, including:</p> <ul style="list-style-type: none"> • records documenting the design of operational infrastructure that is not considered innovative or world-first. Includes approved plans, drawings, specifications, and diagrams <i>[NB: Refer to entry 20356 for significant design records]</i> • case files documenting the maintenance, security and decommissioning of all operational infrastructure • the planning and conduct of internal and external audits. Includes liaison with auditing bodies, meeting notes, comments and reports • agency requests for approval from a regulatory authority (Such the Civil Aviation Safety Authority) to provide or make changes to operational infrastructure at specific aerodromes. Includes applications, certificates of approval, renewals and variations to authorisations, and responses to notices to show cause why the approval should not be cancelled or suspended. 	Destroy 7 years after equipment is disposed of or decommissioned
20362	<p>Committee and project records documenting the Operational Infrastructure core business, including:</p> <ul style="list-style-type: none"> • records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • records of projects that are abandoned. 	Destroy 7 years after last action
20363	<p>Routine administrative, tendering, project and contact records supporting the Operational Infrastructure core business, including:</p> <ul style="list-style-type: none"> • records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes • case files relating to the agency bidding and negotiating to provide services to other organisations or governments, where the bid is not successful. Includes proposals, quotes or tender documents and notifications • project proposals that are rejected • records documenting the agency's routine liaison with stakeholders in relation to operational infrastructure such as exchange of information correspondence and contact lists. 	Destroy 3 years after last action

OPERATIONAL SYSTEMS & EQUIPMENT

The core business of managing operational systems and equipment, including navigation, communication and surveillance equipment and the air traffic management system (CNS/ATM) which assists in the management of air traffic, and specialised equipment used by rescue and fire fighting personnel. The associated tasks include:

- the provision of commercial services relating to the management of navigation, communication and surveillance equipment to external stakeholders;
- the provision of advice relating to service interruptions;
- the negotiation, establishment, maintenance and review of agreements such as interface agreements or memoranda of understanding for the sharing of information;
- the planning and conduct of internal and external audits;
- seeking and managing approvals from the regulatory authority to make changes to operational equipment and systems;
- the management of internal and external committees;
- the planning and conduct of flight inspections to test accuracy and performance of operational equipment;
- liaison and meetings with stakeholders;
- the design, installation, testing, commissioning, routine operation, maintenance, modification, repair and decommissioning of operational equipment and systems;
- help desk operations;
- developing plans such as facility maintenance plans;
- developing and reviewing policies, procedures, guidelines, and instructions;
- the planning and management of projects;
- the development of internal and external reports;
- the management of research relating to operational equipment and systems;
- security arrangements for operational equipment and systems;
- the development and implementation of industry or agency standards;
- reference and technical information.

For air traffic control towers and similar structures, use OPERATIONAL INFRASTRUCTURE.

For the receipt of systems and equipment awards by the agency, use AVIATION INDUSTRY RELATIONS.

For conferences relating to the aviation industry, use AVIATION INDUSTRY RELATIONS.

For the management of business telecommunications and business computer systems, use AFDA - TECHNOLOGY & TELECOMMUNICATIONS.

For the development of software to run system applications, use AFDA - TECHNOLOGY & TELECOMMUNICATIONS – Application Development.

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

For the development of technical models or prototypes, use AFDA - TECHNOLOGY & TELECOMMUNICATIONS – Modelling.

For business continuity plans associated with systems, use AFDA - TECHNOLOGY & TELECOMMUNICATIONS – Planning.

For the acquisition of equipment, use AFDA - PROCUREMENT - Acquisition.

For the leasing of equipment, use AFDA - PROCUREMENT - Leasing.

For contracting-out of services to external contractors, use AFDA - PROCUREMENT – Contracting-out.

For the tendering process associated with the supply of equipment or services to the agency, use AFDA - PROCUREMENT – Tendering.

For the disposal of support spares and test equipment, use AFDA - EQUIPMENT & STORES - Disposal.

For the establishment and management of the agency's intellectual property, use AFDA - LEGAL SERVICES – Intellectual Property.

For the entry of equipment and systems into the agency's Asset Register, use AFDA - FINANCIAL MANAGEMENT – Asset Register.

For the building of equipment by the organisation (excluding design records), use AFDA - EQUIPMENT & STORES – Construction.

OPERATIONAL SYSTEMS & EQUIPMENT

Entry	Description of records	Disposal action
20368	<p>Significant planning, policy, design and committee records supporting the Operational Systems & Equipment core business, namely:</p> <ul style="list-style-type: none"> • the development of significant plans such as strategic lifecycle management plans, asset management plans and implementation plans for innovative or controversial systems • the development of national operational systems and equipment policies, such as configuration and maintenance policies, including proposals, approvals, consultation and final policies • the design of operational systems and equipment that are considered innovative or world-first in design. Includes approved plans, drawings, specifications, safety cases and diagrams • the design or procurement of specialist vehicles including approved plans, drawings, specifications, safety cases, diagrams and branding • records of committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers. 	Retain as national archives
20369	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (other than those executed under seal prior to 15 November 2005) such as those for the provision of services to external stakeholders. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements (managed by the agency legal department). 	Destroy 15 years after expiry or termination of agreement
20370	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (executed under seal prior to 15 November 2005) such as those for the provision of services to external stakeholders. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • final signed agreements (managed by the agency's legal department). 	Destroy 21years after expiry or termination of agreement

OPERATIONAL SYSTEMS & EQUIPMENT

Entry	Description of records	Disposal action
20371	<p>Compliance, tendering, project, security investigation and reporting records supporting the Operational Systems & Equipment core business, including:</p> <ul style="list-style-type: none"> • compliance with legislative, regulatory and voluntary standards requirements. Includes: <ul style="list-style-type: none"> ○ compliance reports ○ monitoring reports ○ inspection reports ○ correspondence relating to compliance • case files relating to the agency bidding and negotiating to provide services relating to the operation or maintenance of operational equipment and systems for other organisations or governments, where the bid is successful. Includes: <ul style="list-style-type: none"> ○ proposals, quotes or tender documents ○ correspondence between stakeholders ○ progress reports ○ reports required as part of the provision of services e.g. flight inspection reports <p><i>[NB: Refer to Entries 20369 and 20370 for commercial contracts and agreements.]</i></p> • the planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion • reports and investigations into systems and equipment security breaches, including security leak reports, investigations into alleged security breaches and referrals of breaches to law enforcement authorities • comments, submissions and feedback provided to external agencies developing systems and equipment standards. 	Destroy 10 years after last action
20372	Records documenting the development and establishment of operational systems and equipment standards by the agency.	Destroy 10 years after standard is superseded or obsolete
20373	<p>Procedural and safety case records supporting the Operational Systems & Equipment core business, including:</p> <ul style="list-style-type: none"> • the development and establishment of operational systems and equipment procedures, guidelines, handbooks, manuals and instructions by the agency such as system security arrangements (authentication and encryption details), operations and technical manuals and Airways Engineering Instructions (AEI). Includes consultation with stakeholders and final/master versions • development of safety cases for systems and equipment that are not considered innovative or controversial. Includes safety objectives, risk assessments, historical and current safety status reports, consultation, approvals and final cases. 	Destroy 7 years after document is superseded or obsolete, whichever is applicable

OPERATIONAL SYSTEMS & EQUIPMENT

Entry	Description of records	Disposal action
20374	<p>Authorisation and certification records supporting the Operational Systems & Equipment core business, including:</p> <ul style="list-style-type: none"> • agency requests for approval from a regulatory authority (Such the Civil Aviation Safety Authority) to provide or make changes to systems and equipment at specific aerodromes. Includes applications, certificates of approval, renewals and variations to authorisations, and responses to notices to show cause why the approval should not be cancelled or suspended • the agency obtaining and maintaining accreditation for its testing laboratories, including applications, accreditation audits and certification. 	<p>Destroy 7 years after lapse, cancellation or other termination of authorisation / certification</p>
20375	<p>Testing, set-up and log records supporting the Operational Systems & Equipment core business, including:</p> <ul style="list-style-type: none"> • the conduct of flight inspections to test the accuracy and performance of operational equipment. Includes flight inspection data and flight survey reports • case files documenting the design, installation, testing, commissioning, routine operation, maintenance, modification, repair and decommissioning of operational equipment and systems. Includes: <ul style="list-style-type: none"> ○ inspection reports ○ maintenance record cards ○ baseline configurations ○ configuration changes ○ defect reports and investigations ○ commissioning records ○ records of inspection, acceptance and testing ○ testing certificates ○ history of service, failures and fault occurrences ○ analytical summaries ○ records of calibration status ○ reports of equipment or system failures or faults ○ approved plans, drawings, specifications and diagrams, excluding those for systems and equipment considered innovative or world first <i>[NB: Refer to Entry 20368 for significant design records]</i> • site logs documenting all occurrences and actions relating to the operation, maintenance, modification, failure, faults, removal from, and restoration to service. 	<p>Destroy 7 years after equipment is disposed of or decommissioned.</p>

OPERATIONAL SYSTEMS & EQUIPMENT

Entry	Description of records	Disposal action
20376	<p>Advice, meeting, project, reporting and audit records supporting the Operational Systems & Equipment core business, including:</p> <ul style="list-style-type: none"> • the provision of advice to stakeholders relating to interruptions to any service • records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • final versions of minutes and supporting documents tabled at meetings • projects that are abandoned • formal internal reports and reports made to external agencies such as reports on interruptions to services. Excludes reports provided under a commercial service arrangement with external parties • the planning and conduct of internal and external audits. Includes liaison with auditing bodies, meeting notes, comments and reports. Excludes accreditation audits • research into system and equipment matters, including proposals, surveys, literature searches, consultation and final reports. 	Destroy 7 years after last action
20377	<p>Routine administrative, arrangement, tendering, project and contact records supporting the Operational Systems & Equipment core business, including:</p> <ul style="list-style-type: none"> • records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes • case files relating to the agency bidding and negotiating to provide services to other organisations or governments, where the bid is not successful. Includes proposals, quotes or tender documents and notifications • project proposals that are rejected • records documenting the agency's routine liaison with stakeholders in relation to systems and equipment such as exchange of information correspondence and contact lists • arrangements and bookings for maintenance and service providers to attend site • the management of routine help desk operations, including minor maintenance and technical assistance, requests to reset passwords, and requests to recover data from backup media. 	Destroy 3 years after last action
20378	Reference and technical information provided by suppliers and regulators and made available to personnel who maintain operational equipment and systems.	Destroy when superseded

OPERATIONAL TRAINING

The core business of planning, providing, managing and evaluating training in specialised operational aspects of the organisation, such as air traffic movement and rescue and fire fighting, and training in the use and maintenance of operational equipment and systems, and maintaining records of qualifications and competencies. Includes nationally accredited training and authorised training at training colleges and on the job training. The associated tasks include:

- the provision and receipt of advice to regulatory authorities relating to operational training;
- the negotiation, establishment, maintenance and review of training agreements;
- the management of internal and external committees and task forces;
- developing plans such as strategic operational training plans;
- arrangements for the delivery of operational training programs;
- assessing student competencies through examinations, tests and exercises and maintaining records of the assessments, including recognition of prior learning/current competency assessments;
- the planning and conduct of internal and external audits relating to operational training;
- seeking approval from regulatory authorities to provide operational training;
- managing clients' training requirements;
- the process of accrediting the agency's training college as a recognised training organisation;
- the design, development, delivery and maintenance of the curricula and syllabi;
- the licensing, certification and monitoring of personnel to perform specialised aviation-related work;
- developing and reviewing policies, procedures, guidelines and instruction relating to operational training;
- the development of internal and external reports;
- the development and implementation of industry or agency standards;
- the planning and management of projects;
- addresses presented to promote operational training;
- recording and maintaining case files of personnel's operational training history.

For collaborative international arrangements for the provision of various services, use AVIATION INDUSTRY RELATIONS.

For training in administrative activities such as office computer and management skills, use AFDA - STAFF DEVELOPMENT.

For the procurement of contractors or consultants, use AFDA - PROCUREMENT.

For the agency's sponsorship of training scholarships, use AFDA - COMMUNITY RELATIONS – Marketing.

Entry	Description of records	Disposal action
20379	Significant committee and planning records supporting the Operational Training core business, including: <ul style="list-style-type: none"> • records of committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • the development of significant plans such as strategic operational training plans, including research, consultation and final plans. 	Retain as national archives

OPERATIONAL TRAINING

Entry	Description of records	Disposal action
20380	<p>Training history, assessment and licensing/competency records pertaining to individuals and supporting the Operational Training core business, including:</p> <ul style="list-style-type: none"> • case files documenting the nationally recognised accredited operational training history of personnel. Includes: <ul style="list-style-type: none"> ○ assessments, including recognition of prior learning/current competency assessments ○ examination papers ○ assignments and projects • master student assessment records for accredited and non-accredited training modules. Includes: <ul style="list-style-type: none"> ○ student details ○ competencies achieved ○ simulator assessment recordings ○ results of examinations, tests, drills and other assessments ○ results of other assessments such as projects and assignments ○ credentials issued, such as certificates of competency or statements of attainment • Personnel competency certification and licensing, such as air traffic controller licensing. Includes <ul style="list-style-type: none"> ○ details of training ○ renewal and currency of ratings, endorsements and qualifications ○ medical checks ○ other proficiencies required. 	<p>Destroy 75 years after date of birth, or 30 years after last action, whichever is the later</p>
20381	<p>Records documenting final approved structure and details of curricula and syllabi. Includes instructional materials, training plans and examination papers.</p>	<p>Destroy 75 years after last action</p>
20382	<p>Attendance and advisory records supporting the Operational Training core business, including:</p> <ul style="list-style-type: none"> • attendance sheets identifying participants in training courses • advice to regulatory bodies, such as that relating to changes to the structure or status of the agency's registered training organisation status, or regarding the discontinuance of training. 	<p>Destroy 30 years after last action</p>

OPERATIONAL TRAINING

Entry	Description of records	Disposal action
20383	<p>Registration and authorisation records supporting the Operational Training core business, including:</p> <ul style="list-style-type: none"> • the accreditation of the agency's training college as a registered training organisation (RTO). Includes: <ul style="list-style-type: none"> ○ applications and certificates ○ accrediting body audit results ○ records of breaches, grievances or appeals ○ supporting documents • agency requests for approval from a regulatory authority (such the Civil Aviation Safety Authority) in relation to the provision of operational training. Includes applications, certificates of approval, renewals and variations to authorisations, and responses to notices to show cause why the approval should not be cancelled or suspended • records documenting the agency's registration of private training providers in relation to rescue and fire services. 	Destroy 30 years after lapse, cancellation or other termination of authorisation/ registration
20384	Records documenting the development and implementation of the agency's operational training standards, policies, procedures, guidelines and instructions.	Destroy 30 years after superseded or obsolete
20385	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (executed under seal prior to 15 November 2005) such as memoranda of understanding with external agencies or organisation for sharing or accessing information relating to the operational training. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • final signed agreements (managed by the agency's legal department). 	Destroy 21 years after expiry or termination of agreement
20386	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (other than those executed under seal prior to 15 November 2005) such as memoranda of understanding with external agencies or organisations for sharing or accessing information relating to operational training. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • final signed agreements (managed by the agency's legal department). 	Destroy 15 years after expiry or termination of agreement

OPERATIONAL TRAINING

Entry	Description of records	Disposal action
20387	<p>Project and submission records supporting the Operational Training core business, including:</p> <ul style="list-style-type: none">• records documenting the planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion• comments, submissions and feedback provided to external agencies developing standards relating to operational training.	Destroy 10 years after last action
20388	<p>Planning, evaluation, project, meeting, audit and reporting records supporting the delivery of training, including:</p> <ul style="list-style-type: none">• notices, timetables and lesson plans• the evaluation of training courses and modules. Includes evaluation forms and summaries• projects that are abandoned• the planning and conduct of internal and external audits, excluding registered training organisation accreditation audits• records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers• final versions of minutes and supporting documents tabled at meetings• final versions of formal internal reports and reports made to external agencies such as training statistical reports.	Destroy 7 years after last action
20389	<p>Routine administrative, project, arrangement and liaison records supporting the Operational Training core business, including:</p> <ul style="list-style-type: none">• course enquiries, applications, reminders, and confirmations• arrangements for the delivery of operational training programs. Includes:<ul style="list-style-type: none">○ bookings○ equipment hire○ catering orders○ travel arrangements○ confirmation notices○ schedules• final versions of addresses delivered in the routine promotion of training courses• project proposals that are rejected• records documenting the agency's routine liaison with stakeholders in relation to operational training such as exchange of information correspondence and contact lists• records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes.	Destroy 3 years after last action

RESCUE & FIRE FIGHTING SERVICES

The core business of providing rescue and fire fighting services to the aviation industry at specified locations and to established standards. The associated tasks include:

- the negotiation, establishment, maintenance and review of agreements, such as for the provision of services;
- the planning and conduct of internal and external audits;
- the process of seeking approval to provide rescue and fire fighting services to specific aerodromes;
- the management of internal and external committees;
- providing commercial rescue and fire fighting services to external clients;
- planning and conducting exercises and drills to test the proficiency of the rescue and fire fighting systems and personnel;
- the reporting and investigation of aviation, fire or hazard incidents;
- the conduct of fire safety inspections of buildings to ensure compliance with agreed standards;
- liaison and meetings with stakeholders;
- managing operational notifications of new or changed services, procedures or hazards;
- recording communications in the course of rescue and fire fighting operations;
- developing plans, such as airport contingency plans and tactical plans relating to rescue and fire fighting services;
- developing and reviewing policies, procedures, guidelines and instructions;
- the planning and management of projects;
- the development of internal and external reports;
- the development and implementation of industry or agency standards.

For the maintenance of communication, rescue and fire fighting equipment, use OPERATIONAL SYSTEMS & EQUIPMENT.

For the marketing and promotion of the rescue and fire fighting services, use BUSINESS DEVELOPMENT.

For the training of rescue and fire fighting personnel, use OPERATIONAL TRAINING.

For the management of organisational safety resources and systems, use SAFETY MANAGEMENT.

For protecting the environment from the effects of or effects associated with the aviation industry, use ENVIRONMENTAL MANAGEMENT.

For conferences related to the aviation industry, use AVIATION INDUSTRY RELATIONS.

For the planning and design of rescue and fire fighting infrastructure such as fire stations, use OPERATIONAL INFRASTRUCTURE.

For other aspects of rescue and fire fighting premises such as acquisition and leasing, use AFDA - PROPERTY MANAGEMENT.

For the storage and disposal of waste material related to rescue and fire fighting services, use AFDA - PROPERTY MANAGEMENT - Maintenance.

For the acquisition and maintenance of rescue and fire fighting vehicles, use AFDA - FLEET MANAGEMENT.

RESCUE & FIRE FIGHTING SERVICES

Entry	Description of records	Disposal action
20390	<p>Significant meeting, emergency response, planning, incident, and policy records supporting the Rescue & Fire Fighting Services core business, namely:</p> <ul style="list-style-type: none"> • records of committees (such as the International Civil Aviation Organisation (ICAO) Rescue and Fire Fighting Working Group, and Australasian Fire and Emergency Service Authorities Council) where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • case files documenting the planning and conduct of significant exercises, such as airport emergency exercises, which prepare personnel to respond to emergencies at specific airports. Includes scenarios, consultation, scripts, debriefs and reports. [NB: For fire station drills, see Entry 20392] • the development of significant plans and cases relating to rescue and fire fighting such as airport contingency plans • the reporting and investigation of aviation rescue and fire fighting operational incidents resulting in fatalities or serious injury, are subject to significant political or public interest, or result in changes to policy, procedures or equipment. Includes daily logs, incident files, communication recordings, transcripts, Notices to Airmen (NOTAM) and investigation reports • the development and establishment of national policies, including proposals, approvals, consultation and final policies. 	Retain as national archives
20391	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (executed under seal prior to 15 November 2005) such as those for the provision of services to external stakeholders. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • final signed agreements (managed by the agency's legal department). 	Destroy 21 years after expiry or termination of agreement
20392	<p>Records documenting the planning and conduct of regular emergency exercises, such as fire drills conducted by the agency at airport fire stations to comply with agreed standards. Includes:</p> <ul style="list-style-type: none"> • training plans • schedules • debriefing reports. <p>[NB: For airport drills, see Entry 20390]</p>	Destroy 20 years after last action

RESCUE & FIRE FIGHTING SERVICES

Entry	Description of records	Disposal action
20393	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (other than those executed under seal prior to 15 November 2005) such as those for the provision of services to external stakeholders. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements (managed by the agency's legal department) 	<p>Destroy 15 years after expiry or termination of agreement</p>
20394	<p>Records documenting the development and establishment of rescue and fire fighting standards by the agency.</p>	<p>Destroy 10 years after standard is superseded or obsolete</p>
20395	<p>Compliance , project, tendering, incident, standards and submission records supporting the Rescue & Fire Fighting Services core business:</p> <ul style="list-style-type: none"> • compliance with legislative, regulatory and voluntary standards requirements. Includes: <ul style="list-style-type: none"> ○ compliance reports ○ monitoring reports ○ inspection reports ○ correspondence relating to compliance • the planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion • case files relating to the agency bidding and negotiating to provide aviation rescue and fire fighting services to other organisations or governments, where the bid is successful. Includes: <ul style="list-style-type: none"> ○ proposals, quotes or tender documents ○ correspondence between stakeholders ○ notifications ○ progress and final reports <p><i>[NB: Refer to Entries 20391 and 20393 for commercial contracts and agreements.]</i></p> • the reporting and investigation of aviation fire or hazard incidents that do not involve fatalities or serious injury, or are not subject to significant political or public interest, and do not result in changes to policy, procedures or equipment. Includes incident reports, incident registers and voice communication recordings • the implementation of standards supporting rescue and fire fighting. Includes agency-developed and external standards (such as National Fire Protection Codes and Australian Standards) • comments, submissions and feedback provided to external agencies developing rescue and fire fighting standards. 	<p>Destroy 10 years after last action</p>

RESCUE & FIRE FIGHTING SERVICES

Entry	Description of records	Disposal action
20396	<p>Records documenting fire safety inspections of buildings to ensure compliance with agreed standards. Includes:</p> <ul style="list-style-type: none">• correspondence with stakeholders• requests• fire safety systems documentation• building plans• photographs• on-site observations and notes• checklists• inspection reports.	Destroy 7 years after building is disposed of
20397	<p>Procedural and safety case records supporting the Rescue & Fire Fighting Services core business, including:</p> <ul style="list-style-type: none">• the development and establishment of operational procedures, guidelines, instructions and plans developed by the agency, such as hazardous materials and fire safety standards, the aviation fire fighting manual and tactical plans. Includes consultation records and final documents• development of safety cases for routine rescue and fire fighting services. Includes safety objectives, risk assessments, historical and current safety status reports, consultation, approvals and final cases.	Destroy 7 years after superseded or obsolete
20398	<p>Regulatory approval records supporting the Rescue & Fire Fighting Services core business, including:</p> <ul style="list-style-type: none">• agency requests for approval from a regulatory authority (such the Civil Aviation Safety Authority) to provide or make changes to rescue and fire fighting services at specific aerodromes. Includes renewals of authorisations and responses to notices to show cause why the approval should not be cancelled or suspended• the approval of procedures, guidelines, instructions, and requests for changes to documentation.	Destroy 7 years after lapse, cancellation or other termination of authorisation

RESCUE & FIRE FIGHTING SERVICES

Entry	Description of records	Disposal action
20399	<p>Audit, meeting, project, reporting and operational records supporting the Rescue & Fire Fighting Services core business, including:</p> <ul style="list-style-type: none"> • the planning and conduct of internal and external audits. Includes liaison with auditing bodies, meeting notes, comments and reports • final versions of minutes and supporting documents tabled at meetings • records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • projects that are abandoned • formal internal reports and reports made to external agencies such as rescue and fire fighting statistics. Excludes reports provided under a commercial service arrangement with external parties • log books of fire station operations reporting all significant rescue and fire fighting occurrences and actions. 	Destroy 7 years after last action
20400	<p>Routine administrative, tendering, project and contact records supporting the Rescue & Fire Fighting Services core business, including:</p> <ul style="list-style-type: none"> • records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes • case files relating to the agency bidding and negotiating to provide services to other organisations or governments, where the bid is not successful. Includes proposals, quotes or tender documents and notifications • project proposals that are rejected • records documenting the agency's routine liaison with stakeholders in relation to systems and equipment such as exchange of information correspondence and contact lists. 	Destroy 3 years after last action
20401	<p>Recordings of voice communication by radio or telephone in the course of a rescue and fire fighting operation and not required for an investigation into an incident.</p>	Destroy 1 year after last action
20402	<p>Records of airport fire station monitoring systems not required for incident reporting purposes.</p>	Destroy 30 days after last action
20403	<p>Records documenting the receipt of notifications of new or changed services, procedures or hazards relating to rescue and fire fighting services, either temporary or permanent, which result in the issue of Notices to Airmen (NOTAM) or are reported to Aeronautical Information Service provider or regulatory authority. Includes notifications and approval to issue NOTAM.</p>	Destroy after notifications have been incorporated into published documentation

SAFETY MANAGEMENT

The core business of managing the organisation's safety resources, systems and processes. Includes safety audits and reviews, safety approval processes and procedures, and safety documentation and reporting systems. Excludes occupational health. The associated tasks include:

- maintaining a Safety Management System (SMS) in accordance with civil aviation safety regulations;
- the negotiation, establishment, maintenance and review of agreements, such as agreements with airport operators to monitor airport safety;
- the planning and conduct of internal and external audits;
- complying with legislative, regulatory and voluntary standards or requirements;
- the evaluation of safety management programs and services;
- the reporting and investigation of safety-related incidents;
- advising, liaising and meetings with stakeholders;
- developing plans, such as disaster plans;
- developing and reviewing policies, procedures, guidelines and instructions;
- the development of internal and external reports;
- the identification and management of risks relating to operational functions of the agency;
- the development and implementation of industry or agency standards.

For records documenting the management of air traffic or manoeuvring area of an aerodrome, use AIR TRAFFIC MANAGEMENT.

For the management of specific aviation incidents, use AIR TRAFFIC MANAGEMENT.

For fire safety inspections of buildings, use RESCUE & FIRE FIGHTING SERVICES.

For the management of the agency's occupational health and safety, use AFDA - OCCUPATIONAL HEALTH & SAFETY.

For administrative training associated with safety management or occupational health and safety aspects, use AFDA - STAFF DEVELOPMENT.

For operational training associated with safety management, use OPERATIONAL TRAINING.

SAFETY MANAGEMENT

Entry	Description of records	Disposal action
20347	<p>Significant incident, policy, committee, planning and review records supporting the Safety Management core business, including:</p> <ul style="list-style-type: none"> • incident/accident case records documenting reporting, collection of all relevant data and information, and investigation of aviation accidents resulting in fatalities or serious injury, are subject to significant political or public interest, or result in changes to policy, procedures or equipment. Includes safety incident and investigation reports • the development of national safety policies, including proposals, approvals, consultation, reports by external consultants and final policies • records of committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a leading role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • the development of significant plans such as safety management system strategic plans, and disaster and emergency plans. Includes proposals, consultation and final plans • major reviews of the agency's safety management system. Includes final review reports. 	Retain as national archives
20348	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (executed under seal prior to 15 November 2005) such as those for the provision of services to external stakeholders. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • final signed agreements (managed by the agency's legal department). 	Destroy 21 years after expiry or termination of agreement or last action, whichever is the longer
20349	<p>Records documenting the negotiation, establishment, maintenance and review of agreements (other than those executed under seal prior to 15 November 2005) such as memoranda of understanding with external agencies or organisations for sharing or accessing information relating to safety management. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • correspondence relating to agreements • expert opinions • recommendations and decisions • stakeholder comments • final signed agreements (managed by the agency's legal department). 	Destroy 15 years after expiry or termination of agreement

SAFETY MANAGEMENT

Entry	Description of records	Disposal action
20350	Records documenting the development and establishment of safety management standards by the agency.	Destroy 10 years after standard is superseded or obsolete
20351	Records documenting the development and implementation of the agency's safety management operational plans, procedures, guidelines and instructions. Includes proposals, consultation, and final documentation.	Destroy 7 years after superseded
20352	<p>Operational review, risk management, compliance, incident and project records supporting the Safety Management core business, including:</p> <ul style="list-style-type: none"> • regular operational reviews and evaluations of the agency's safety management system, including reviews of processes, procedures, standards and systems, including internal safety reviews. Includes proposals, consultation, research and final reports • the identification, assessment and management of safety risks relating to the operational functions of the agency. Includes assessments, reviews, treatment schedules, and action plans • compliance with legislative, regulatory and voluntary standards or requirements such as undertaking surveillance and inspections, and liaising with regulatory bodies. Includes compliance, monitoring and inspection reports • the receipt of notifications of non-compliance with safety standards and follow up action. Includes notifications, investigations, response and action plans • the reporting and investigation of aviation-related safety incidents that do not involve fatalities or serious injury, are not subject to significant political or public interest, and do not result in changes to policy, procedures or equipment. Includes incident reports and incident registers • comments, submissions and feedback provided to external agencies developing standards • case files relating to the agency bidding and negotiating to provide air traffic services to other organisations or governments, where the bid is successful. Includes: <ul style="list-style-type: none"> ○ proposals, quotes or tender documents ○ correspondence between stakeholders ○ notifications ○ progress and final reports <p>Excludes contracts and agreements <i>[Refer to Entries 20348 and 20349 for agreements]</i></p> • the planning, budgeting, management, implementation, review and evaluation of projects that proceed to completion. 	Destroy 10 years after last action

SAFETY MANAGEMENT

Entry	Description of records	Disposal action
20353	<p>Regulatory approval records supporting the Safety Management core business, including:</p> <ul style="list-style-type: none"> • agency requests for approval from a regulatory authority (such as the Civil Aviation Safety Authority) to provide or make changes to safety management systems. Includes applications, certificates of approval, renewals and variations to authorisations, and responses to notices to show cause why the approval should not be cancelled or suspended • the approval of procedures, guidelines, instructions, and requests for changes to documentation. 	Destroy 7 years after lapse, cancellation or other termination of authorisation
20354	<p>Meeting, reporting, audit and project records supporting the Safety Management core business, including:</p> <ul style="list-style-type: none"> • records of committees where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role, including documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers • final versions of minutes and supporting documents tabled at meetings • final versions of formal internal reports and reports made to external agencies. Excludes incident reports • the planning and conduct of internal and external audits, including audits of safety cases. Includes liaison with auditing bodies, meeting notes, comments and reports • projects that are abandoned. 	Destroy 7 years after last action
20355	<p>Routine administrative, project, advice and contact records supporting the Safety Management core business, including:</p> <ul style="list-style-type: none"> • records documenting the agency's routine liaison with stakeholders in relation to systems and equipment such as the exchange of information correspondence and contact lists • records of routine advice provided in relation to safety management • case files relating to the agency bidding and negotiating to provide services to other organisations or governments, where the bid is not successful. Includes proposals, quotes or tender documents and notifications • project proposals that are rejected • records documenting the administrative support of committees and meetings, including notices of meetings and draft minutes. 	Destroy 3 years after last action

STRATEGIC MANAGEMENT (CORPORATE ENTITIES)

The core business of managing regulatory matters relating to the establishment and maintenance of the agency's corporate entities. The tasks include:

- Establishing and winding-up corporate entities;
- Developing an entity's Memorandum and Articles of Association (bylaws) and corporate seal;
- Registration, certification and licensing of corporate entities.

For establishment and management of corporate boards, use AFDA - GOVERNING BODIES.

For the corporate entity strategic, business and corporate planning, use AFDA - STRATEGIC MANAGEMENT.

For the management of personnel employed by corporate entities, use AFDA - PERSONNEL.

For the organisational structure of corporate entities, use AFDA - ESTABLISHMENT.

For managing and reporting on corporate entity finances, use AFDA - FINANCIAL MANAGEMENT.

For air traffic control services provided by the agency and its subsidiary bodies, use AIR TRAFFIC MANAGEMENT.

Entry	Description of records	Disposal action
20366	<p>Significant records documenting the Strategic Management (Corporate Entities) core business, including:</p> <ul style="list-style-type: none"> • notification regarding the establishment of corporate entities • certificates of incorporation and all other certificates, agreements of merger or consolidation, and plans of reorganisation filed by corporate entities with regulatory authorities • Memoranda and Articles of Association, Articles of Incorporation and by-laws • corporate seals • records of the winding-up of corporate entities. 	Destruction not authorised
20367	Routine working records documenting the development of notifications, certificates, memoranda and articles, by-laws, corporate seals and other corporate entity regulatory documentation.	Destroy 3 months after last action