



**Australian Government**  

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**National Archives of Australia**

## Records Authority

Job no 2009/00593947

# **The Department of Education, Employment and Workplace Relations - *Education***

April 2011

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## INTRODUCTION

The Department of Education, Employment and Workplace Relations 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 Higher Education, International Education, Qualifications and Skills Recognition, School Education, and Vocational Education and Training. It represents a significant commitment on behalf of the Department of Education, Employment and Workplace Relations to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the Department of Education, Employment and Workplace Relations. 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.

The Authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This Authority gives the Department of Education, Employment and Workplace Relations permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. 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.

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.

## APPLICATION OF THIS AUTHORITY

1. This Authority replaces Records Authorities RA 1063, and RA 1067. All record classes in RDA 1175 have been replaced by either this authority or RA 2003/330307 and RA 2004/666919. The superseded records authorities can no longer be used by the Department of Education, Employment and Workplace Relations to sentence records after the date of issue of this Authority.
2. This Authority should be used in conjunction with general records authorities such as:
  - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies;
  - encrypted records; and
  - source records that have been copied.
3. The Normal Administrative Practice (NAP) provision of the Archives Act gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this Authority but can be used as a tool to assist in identifying records for destruction together with an agency's Record Authority or Authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au)
4. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this authority

can still be applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. The Department of Education, Employment and Workplace Relations will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.

5. In general, retention requirements indicate a minimum period for retention. The Department of Education, Employment and Workplace Relations 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 the Department of Education, Employment and Workplace Relations believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
6. From time to time the National Archives will place a freeze on some groups of records relating to a particular topic or event which has gained prominence or provokes controversy. While the freeze is in place no records relating to the topic or event may be destroyed. 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](http://www.naa.gov.au)
7. Records which relate to any current or pending legal action, or are subject to a request for access under the *Archives Act 1983* or any other relevant Act must not be destroyed until the action has been completed.
8. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
9. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.
10. Advice on how to use this Authority is available from the Department of Education, Employment and Workplace Relations 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 records management matters, please contact National Archives' Agency Service Centre.

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

Tel: (02) 6212 3610  
Fax: (02) 6212 3989  
Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)  
Website: [www.naa.gov.au](http://www.naa.gov.au)

## AUTHORISATION

RECORDS AUTHORITY 2010/00593947

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

The Secretary  
Department of Education, Employment and  
Workplace Relations  
GPO Box 9880  
Canberra ACT 2601

**Purpose:**

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*

**Application:**

All core business records relating to:

- Higher Education;
- International Education;
- Qualifications and Skills Recognition;
- School Education; and
- Vocational Education and Training

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 functions documented in the records.

**Authorising Officer**

**Date of issue:**



6/4/11

Margaret Chalker  
Assistant Director-General  
Government Information Management Branch  
National Archives of Australia

## HIGHER EDUCATION

The function of supporting Australia's higher education systems. Higher education is post-secondary education offered by a university or other recognised higher education institution where students obtain formal qualifications ranging from an advanced diploma through to a doctoral degree. The tasks associated with higher education include:

- the development of the regulatory framework and qualification standards for higher education
- the planning and outcomes of evaluations, reviews, analyses and assessments of initiatives, programs or aspects of higher education
- the management of enquiries about higher education programs, funding etc
- development of internal and external higher education policies, frameworks, administrative arrangements, reports, procedures and guidelines
- feedback provided to other agencies developing policies, frameworks and procedures
- the design, development, promotion, establishment, implementation, review and management of higher education programs, schemes and projects
- nomination, assessment, determination and presentation of awards, prizes and scholarships
- receipt and provision of advice relating to higher education
- management of conferences, forums etc arranged by the agency and participation in conference, forums etc arranged by other organisations
- management of research and analysis into higher education
- management of financial assistance to higher education stakeholders
- management of appeals to the agency or higher authorities
- delegations of power
- liaison with stakeholders
- negotiation, establishment, maintenance and review of agreements and arrangements
- collection and analysis of statistics and information
- management of internal and external committees and taskforces
- monitoring accountability, quality, fairness and financial viability of higher education providers
- audits of funding programs to ensure compliance with funding arrangements.

*For the procurement or commissioning of service providers, researchers etc and the management of the contracts, use AFDA – PROCUREMENT.*

*For the promotion of Australia as a provider of higher education for overseas students, use INTERNATIONAL EDUCATION.*

*For the recognition of overseas qualifications, use QUALIFICATION AND SKILLS RECOGNITION.*

*For the support of post-secondary school vocational education, use VOCATIONAL EDUCATION AND TRAINING.*

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20616	<p>Records that are of national significance to the higher education function, such as documenting new or innovative projects, programs or schemes, or development of national frameworks, policies or standards, or those that contribute to the understanding of higher education issues, are controversial, subject of extensive debate or arouse widespread interest or scrutiny. Includes:</p> <ul style="list-style-type: none"><li>• master copies of statistical data compiled by the agency that contribute to knowledge, modelling and forecasting, such as higher education place numbers and equity group student numbers;</li><li>• master lists of awards, prize and scholarship recipients</li><li>• calculations and setting of higher education fees and charges for schemes such as Higher Education Contribution Scheme [HECS], Higher Education Loan Program [HELP], upfront payments etc;</li></ul>	Retain as national archives

## HIGHER EDUCATION

Class No	Description of records	Disposal action
20616 (cont)	<ul style="list-style-type: none"> <li>• high level internal, cross-jurisdictional, international or external committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative (such as Joint Committee on Higher Education, Bologna Process Conference on Higher Education);</li> <li>• receipt and provision of significant, strategic, controversial or precedent setting advice, such as advice concerning improving indigenous student retention rates, improving equity of access for identified target groups in higher education. Also includes policy advice, program strategy advice or strategic advice on action agendas provided to the Minister or government agencies;</li> <li>• final reports of research projects that are innovative, controversial or precedent setting or result in major changes to government policy, that are either conducted or commissioned by the agency or undertaken in collaboration with others, such as research that highlights evidence of higher education inequalities;</li> <li>• development of national frameworks, policies and standards, such as Institution Assessment Framework. Includes public consultation and submissions;</li> <li>• participants' reports and proceedings of conferences, seminars or symposiums either arranged by the agency or other organisations, that have national or international significance such as where new resolution, principles or relationships with international governments are forged;</li> <li>• high level, international relationships with stakeholders;</li> <li>• records documenting the presentation and promotion of awards, prizes and scholarships, such as Australian Postgraduate Awards;</li> </ul> <p><i>[For records of internal committees involved in the decision making process, use Class 20622.</i></p> <p><i>For the management of ceremonies to present awards, use AFDA – COMMUNITY RELATIONS – Ceremonies].</i></p> <ul style="list-style-type: none"> <li>• design, development, establishment, implementation and review of significant programs and schemes that are innovative, controversial, precedent setting, result in major changes to government policy or result in major improvements to targeted groups, such as Higher Education Equity Program or Review of Australian Higher Education. Includes public consultation and submissions; and</li> <li>• final reports, assessments and summaries of evaluations, reviews, analyses and assessments of potential or existing initiatives, programs or aspects of higher education that are controversial, precedent setting or result in major changes to government policy. Includes public consultation and submissions.</li> </ul>	Retain as national archives
20618	Records documenting the negotiation, establishment, maintenance and review of agreements where right of recovery is applicable.	Destroy 20 years after expiry or other termination of agreement

## HIGHER EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20619	Records documenting: <ul style="list-style-type: none"><li>• final versions of programs, proceedings and presentations for conferences and forums organised by the agency; and</li><li>• case files for each higher education provider receiving government capital development grants.</li></ul>	Destroy 15 years after last action or after provider has closed or government grants program ceases
20620	Records documenting: <ul style="list-style-type: none"><li>• delegations of power to authorise financial or administrative activities;</li><li>• final copies of administrative and partnership arrangements between the agency and other organisations;</li><li>• final reports of research and analysis which is not regarded as innovative, controversial or precedent setting, or results in major changes to government policy;</li><li>• negotiation, establishment, maintenance and review of agreements where right of recovery is not applicable;</li><li>• committees or task forces where the agency does not provide the secretariat or is not the Commonwealth's main representative</li><li>• audits, monitoring of accountability and compliance;</li><li>• case files of higher education providers that are not recipients of government capital development grants, waivers of higher education debt, program management and decision reviews;</li><li>• applications from higher education providers to increase the allocation for Commonwealth supported places, reallocate places or change distribution of funding to clusters;</li><li>• design, development, establishment, implementation, monitoring, review and administration of approved programs and schemes that are not new or innovative or do not have a major impact on national higher education policies;</li><li>• final reports of evaluations, reviews, analyses and assessments, that do not impact on national higher education policies and are not controversial, subject of extensive debate and do not arouse widespread interest or scrutiny; and</li><li>• collection, verification and analysis of data, statistics and information liaison with stakeholders.</li></ul> <p><i>[For significant advice relating to failure to comply, use class 20616.</i></p> <p><i>For high level decision making on applications, use class 20616.</i></p> <p><i>For master copies of statistical data, use class 20616.</i></p> <p><i>For high level, international relationships and liaison with stakeholders, use class 20616.</i></p> <p><i>For high level reports of evaluations, review analyses and assessment, use class 20616.</i></p> <p><i>For high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20616].</i></p>	Destroy 10 years after last action, after delegation superseded or after termination of agreements

## HIGHER EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20621	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• comments made by the agency on the development of frameworks, policies and standards by other agencies</li><li>• case files relating to applications from students for Commonwealth support, such as Higher Education Loan Program (HELP);</li><li>• appeals made to the agency, or higher authorities such as the Independent Appeals Committee, Social Security Appeals Tribunal, the Administrative Appeals Tribunal or courts, eg appeals against the refusal to grant youth allowance;</li><li>• administrative arrangements for conferences organised by the agency; and</li><li>• development of the marketing and communications plans and the promotion of programs or projects.</li></ul> <p><i>[For significant conferences that have national or international significance such as where new resolution, principles or relationships with international governments are forged, use class 20616.</i></p> <p><i>For the organisation of functions to promote the agency's programs and projects, use AFDA – COMMUNITY RELATIONS – Functions (social).</i></p> <p><i>For the production of publications, use AFDA – PUBLICATION – Production.</i></p> <p><i>For master set of agency media releases, use AFDA COMMUNITY RELATIONS – Media Relations].</i></p>	Destroy 7 years after last action
20622	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• internal policies;</li><li>• master copies of procedures, guidelines and administrative information for providers (AIP);</li><li>• design of higher education programs and schemes that are not approved;</li><li>• nomination, assessment and determination of awards, prizes and scholarships;</li><li>• receipt and provision of routine advice which is not significant, controversial or precedent setting; and</li><li>• development and conduct of research.</li></ul>	Destroy 5 years after last action, or after policies or procedures are superseded

## HIGHER EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20623	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• management of enquiries, including online student support system;</li><li>• development of internal policies and administrative arrangements between the agency and other organisations;</li><li>• planning and conduct of evaluations, reviews, analyses and assessments into potential and existing initiatives, programs and projects; and</li><li>• participants' reports of attendances at conferences arranged by other organisations.</li></ul> <p><i>[For significant conferences that have national or international significance such as where new resolution, principles or relationships with international governments are forged, use class 20616.</i></p> <p><i>For final reports of evaluations, reviews, analyses and assessments that do not impact on higher education policies and are not controversial, use class 20620.</i></p> <p><i>For high level reports of evaluations, reviews, analyses and assessments, use class 20616].</i></p>	Destroy 2 years after last action
20624	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• development of procedures and guidelines and reports;</li><li>• administration and conduct of committees and taskforces; and</li><li>• attendance of staff at conferences arranged by other organisations.</li></ul> <p><i>[ For committees or task forces where the agency does not provide the secretariat or is not the Commonwealth's main representative, use class 20620.</i></p> <p><i>For high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20616].</i></p>	Destroy 1 year after last action

## INTERNATIONAL EDUCATION

The function of promoting Australia's international profile as a leading provider of education and training to the world to encourage overseas students to study in Australia and develop relationships overseas to enable Australians to research, study or undertake professional development off-shore. The tasks associated with international education include:

- development of internal and external international education policies, frameworks, administrative arrangements, reports, codes, standards, procedures and guidelines
- management of research and analysis into international education
- the design, development, promotion, establishment, implementation, review and management of international education programs and projects
- management of internal and external committees and taskforces
- receipt and provision of advice relating to international education
- managing the registration and monitoring of registered education providers offering courses to overseas students studying in Australia on student visas and managing complaints against providers
- management of conferences, forums etc arranged by the agency and participation in conferences, forums etc arranged by other organisations
- the development and management of training workshops and seminars for education providers
- monitoring the administration of funds following the collapse or closure of registered education providers
- the planning and outcomes of evaluations, reviews, analyses and assessments of initiatives, programs or aspects of international education
- collecting and monitoring information about overseas countries and their education stakeholders
- the management of enquiries about international education programs, funding etc
- the negotiation, establishment, maintenance and review of agreements and arrangements
- collection and analysis of statistics and information
- liaison with stakeholders and developing relationships with overseas governments and multilateral organisations for the purposes of achieving academic mobility
- feedback provided to other agencies developing policies, frameworks and procedures

*[For high level marketing and promotion of the Australian education sector that fits within national branding schemes; such as, Brand Australia/Australia Unlimited, use the Austrade Records Authority - International Marketing*

*For the procurement or commissioning of service providers, researchers etc and the management of the contracts, use AFDA – PROCUREMENT.*

*For the production of publications such as posters and newsletters, use AFDA – PUBLICATION – Production.*

*For the support of Australia's higher education systems where overseas students study, use HIGHER EDUCATION.*

*For the recognition of overseas qualifications and skills, use QUALIFICATIONS AND SKILLS RECOGNITION.*

*For the support of Australia's secondary school education systems where overseas students study, use SCHOOL EDUCATION].*

## INTERNATIONAL EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20625	<p>Records that are of national or international significance to the international education function, such as documenting new or innovative projects, programs or schemes, or development of national or international policies, codes or standards, or those that contribute to the understanding of international education issues, are controversial, subject of extensive debate or arouse widespread interest or scrutiny. Includes:</p> <ul style="list-style-type: none"><li>• receipt and provision of significant, strategic, controversial or precedent setting advice, such as advice on the internationalisation of Australian education. Also includes policy advice, program strategy advice or strategic advice on action agendas provided to the Minister or government agencies;</li><li>• high level internal, cross-jurisdictional, international or external committees or task forces where the agency provides the secretariat, is the Commonwealth's main representative or plays a significant role (eg UNESCO-OECD Forum on Trade in Education Services);</li><li>• development of national and international policies, codes and standards, such as Education Services for Overseas Students (ESOS) National Code. Includes public consultation and submissions;</li><li>• design, development, establishment, implementation and review of significant programs and schemes that are innovative, controversial, precedent setting, result in major changes to government policy or result in major improvements to targeted groups;</li><li>• final reports, assessments and summaries of evaluations, reviews, analyses and assessments of potential or existing initiatives, programs or aspects of international education that are controversial, precedent setting or result in major changes to government policy. Includes public consultation and submissions;</li><li>• final reports of significant research projects that are either conducted or commissioned by the agency or undertaken in collaboration with other organisations, such as research that is politically sensitive or impacts on international education policies;</li><li>• negotiation, establishment, maintenance and review of agreements which are significant eg bilateral agreements for the elimination of barriers to trade in education and training;</li><li>• participants' reports and proceedings of conferences, seminars or symposiums either arranged by the agency or other organisations, that have national or international significance such as where new resolution, principles or relationships with international governments are forged;</li><li>• high level, international relationships and liaison with stakeholders;</li><li>• master copies of statistical data compiled by the agency; and</li><li>• registers maintained by the agency, for example, registered education providers and courses, and international students studying in Australia.</li></ul>	Retain as national archives

## INTERNATIONAL EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20627	Records documenting: <ul style="list-style-type: none"><li>• management of complaints that warrant further investigation; and</li><li>• final versions of the programs, proceedings and presentations for conferences, forums and roundtables organised by the agency.</li></ul>	Destroy 15 years after last action
20628	Records documenting: <ul style="list-style-type: none"><li>• case files for the administration of funds, program management and country information/liaison;</li><li>• setting and administration of annual registration charges for education providers offering courses to people studying in Australia on student visas;</li><li>• final copies of administrative and partnership arrangements between the agency and other organisations;</li><li>• final reports of evaluations, reviews, analyses and assessments, that do not impact on national policies and are not controversial, subject of extensive debate and do not arouse widespread interest or scrutiny;</li><li>• design, development, establishment, implementation, monitoring, review and administration of approved programs and schemes that are not new or innovative or do not have a major impact on international education policies;</li><li>• liaison with stakeholders;</li><li>• negotiation, establishment, maintenance and review of agreements which are not significant; and</li><li>• final reports of research and analysis which is not regarded as innovative, controversial or precedent setting, or results in major changes to government policy.</li></ul> <p><i>[For high level decision making on applications, refer to the management of programs and schemes in class 20625.</i></p> <p><i>For high level, international relationships/liaison with stakeholders, use class 20625.</i></p> <p><i>For high level reports on evaluations, review, analyses and assessments, use class 20625].</i></p>	Destroy 10 years after last action or after termination of agreement
20629	Records documenting: <ul style="list-style-type: none"><li>• receipt and provision of routine advice which is not significant, controversial or precedent setting;</li><li>• complaints where no action, or minor action, is taken;</li><li>• compliance monitoring visits to registered education providers offering courses to overseas students studying in Australia on student visas;</li><li>• receipt and analysis of compliance reports;</li></ul>	Destroy 7 years after last action

## INTERNATIONAL EDUCATION

Class No	Description of records	Disposal action
20629 (cont)	<ul style="list-style-type: none"><li>• comments made by the agency on the development of policies, codes and standards by other agencies;</li><li>• case files for registered Australian education providers offering courses to people studying in Australia on student visas;</li><li>• administrative arrangements for conferences organised by the agency; and</li><li>• development of the marketing and communications plans and the promotion of programs or projects.</li></ul> <p><i>[For the organisation of functions to promote the agency's programs and projects, use AFDA – COMMUNITY RELATIONS – Functions (social).</i></p> <p><i>For master set of agency media releases, use AFDA – COMMUNITY RELATIONS – Media Relations].</i></p>	
20630	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• internal policies;</li><li>• development and conduct of research;</li><li>• design of international education programs and schemes that are not approved;</li><li>• master copies of procedures, guidelines and administrative information; and</li><li>• committees where the agency does not provide the secretariat and is not the federal government's only representative.</li></ul> <p><i>[For high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20625].</i></p>	Destroy 5 years after last action or after policies or procedures are superseded

## INTERNATIONAL EDUCATION

20631	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• administrative arrangements, development and delivery of training workshops and seminars for education providers offering courses to overseas students studying in Australia on student visas;</li><li>• development of internal policies and administrative arrangements between the agency and other organisations;</li><li>• participants' reports on attendances at conferences arranged by other organisations;</li><li>• management of enquiries, including help desks, and complaints that are referred to other agencies for consideration or action; and</li><li>• planning and conduct of evaluations, reviews, analyses and assessments into potential and existing initiatives, programs and projects.</li></ul> <p><i>[For significant conferences that have national or international significance such as where new resolution, principles or relationships with international governments are forged ,use class 20625.</i></p> <p><i>For final reports of evaluations, reviews, analyses and assessments that do not impact on international education policies, and are not precedent setting use class 20628</i></p> <p><i>For high level reports on evaluations, reviews, analyses and assessments, use class 20625].</i></p>	Destroy 2 years after last action
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<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20632	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• administration and conduct of committees and taskforces;</li><li>• collection and distribution of statistical data;</li><li>• attendance of staff at conferences arranged by other organisations;</li><li>• final versions of programs and presentations developed by the agency, including workshops and seminars developed to inform education providers about national codes and policies; and</li><li>• development of procedures and guidelines and reports;</li></ul> <p><i>[For the records of committees or task forces where the agency does not provide the secretariat or is not the Commonwealth's main representative, use class 20630.</i></p> <p><i>For the records of high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20625].</i></p>	Destroy 1 year after last action

## QUALIFICATIONS AND SKILLS RECOGNITION

The function of assisting the overseas trained to work and study in Australia by facilitating the recognition of overseas qualifications and skills in Australia; and assisting the Australian trained to work and study overseas by facilitating the recognition of Australian qualifications and skills in other countries. The tasks associated with qualifications and skills recognition include:

- development of internal and external policies, frameworks, standards, procedures and guidelines
- management of research and analysis
- providing assessment of the recognition of educational and training qualifications and skills from overseas
- the design, development, promotion, establishment, implementation, review and management of programs and projects
- management of internal and external committees and taskforces
- receipt and provision of advice relating to qualifications and skills recognition
- the planning and outcomes of evaluations, reviews, analyses and assessments of initiatives, programs or aspects of qualifications and skills recognition
- collecting and monitoring information about overseas countries and their education and training qualifications
- the management of enquiries about the function of qualifications and skills recognition
- the negotiation, establishment, maintenance and review of agreements eg bilateral and multilateral agreements and agreements for the provision of services
- the development and management of training workshops and seminars
- liaison with stakeholders
- feedback provided to other agencies developing policies, frameworks and procedures

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20633	<p>Records that are of national significance to the qualifications and skills recognition core function, such as documenting new or innovative projects, programs or schemes, the development of national frameworks, policies and standards, or those that contribute to the understanding of qualification and skills recognition issues, are controversial, subject of extensive debate or arouse widespread interest or scrutiny. Includes:</p> <ul style="list-style-type: none"><li>• receipt and provision of significant strategic, controversial or precedent setting advice. Includes policy advice, program strategy advice or strategic advice on action agendas provided to the Minister or government agencies;</li><li>• negotiation, establishment, maintenance and review of agreements (including memoranda of understanding) which are significant eg bilateral and multilateral arrangement for international recognition of Australian qualifications;</li></ul>	Retain as national archives

## QUALIFICATIONS AND SKILLS RECOGNITION

Class No	Description of records	Disposal action
20633 (cont)	<ul style="list-style-type: none"><li>• high level internal, cross-jurisdictional, international or external committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, such as the Australian Qualifications Framework Advisory Board;</li><li>• development of international and national frameworks, policies and standards. Includes public consultation and submissions;</li><li>• final reports of evaluations, reviews, analyses and assessments of potential or existing initiatives, programs or aspects of qualifications and skills recognition that are controversial, precedent setting or result in major changes to government policy. Includes public consultation and submissions;</li><li>• final reports of formal research projects that are innovative, controversial or precedent setting or result in major changes to government policy, that are either conducted or commissioned by the agency or undertaken in collaboration with other organisations;</li><li>• high level, international relationships and liaison with stakeholders; and</li><li>• legacy records of the master set of examination papers and certificate register for exams relating to this function.</li></ul>	Retain as national archives
20634	Records documenting the assessment of higher education, post-secondary, technical and vocational qualifications from overseas.	Destroy 75 years after date of birth of applicant or 7 years after last action, whichever is later
20635	Records documenting: <ul style="list-style-type: none"><li>• management of programs and schemes;</li><li>• final reports of evaluations, reviews, analyses and assessments, that are not significant;</li><li>• liaison with stakeholders;</li><li>• final reports of research and analysis that do not impact on national policies and are not controversial, subject to extensive debate and do not arouse widespread interest or scrutiny; and</li><li>• legacy records of copies of examination papers, examination results and statistical summaries of exam results, administrative arrangements for examinations and examination case files related to this function.</li></ul> <p><i>[For high level international relationships and liaison, use class 20633.</i></p> <p><i>For high level reports on evaluations, reviews, analyses and assessments, use class 20633.</i></p> <p><i>For high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20633]</i></p>	Destroy 10 years after last action

## QUALIFICATIONS AND SKILLS RECOGNITION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20636	Records documenting: <ul style="list-style-type: none"><li>• receipt and provision of routine advice;</li><li>• negotiation, establishment, maintenance and review of agreements (including memoranda of understanding) which are not significant;</li><li>• applications for grants and funding;</li><li>• comments made by the agency on the development of policies, codes and standards by other agencies; and</li><li>• development of marketing and communications plans and the promotion of programs or projects.</li></ul>	Destroy 7 years after last action
20637	Records documenting: <ul style="list-style-type: none"><li>• committees or task forces where the agency does not provide the secretariat or is not the Commonwealth's main representative;</li><li>• internal policies and standards, procedures and guidelines developed by the agency;</li><li>• design of qualifications and skills recognition programs and projects; and</li><li>• development and conduct of research.</li></ul>	Destroy 5 years after last action, or after policies or procedures are superseded
20638	Records documenting: <ul style="list-style-type: none"><li>• development, administration and delivery of training workshops and seminars;</li><li>• planning and conduct of evaluations, reviews, analyses and assessments into potential and existing initiatives, programs and projects;</li><li>• development of internal policies and standards; and</li><li>• management of enquiries including help desk.</li></ul> <p><i>[For final reports of evaluations, reviews analyses and assessments that do not impact on qualifications and skills recognition policies and are not precedent setting, use class 20635.</i></p> <p><i>[For high level reports on evaluations, reviews, analyses and assessments, use class 20633].</i></p>	Destroy 2 years after last action
20639	Records documenting: <ul style="list-style-type: none"><li>• administration and conduct of committees and task forces; and</li><li>• development of procedures and guidelines and reports.</li></ul> <p><i>[For the records of committees or task forces where the agency does not provide the secretariat or is not the Commonwealth's main representative, use class 20637.</i></p> <p><i>[For the records of high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20633].</i></p>	Destroy 1 year after last action

## SCHOOL EDUCATION

The function of supporting Australia's infant, primary and secondary school systems, through funding and assistance to non-government and government schools, research and analysis of national education issues, and developing national learning outcomes (eg literacy and numeracy) and programs to support the national school education system. The tasks associated with school education include:

- the receipt and provision of advice relating to school education
- negotiation, establishment, maintenance and review of agreements and arrangements, including bilateral agreement with State and Territory governments
- the development of internal and external school education policies, frameworks, administrative arrangements, reports, procedures and guidelines
- management of enquiries about school education programs, funding etc
- development and management of seminars, education programs, presentations and training sessions
- the planning and outcomes of evaluations, reviews, analyses and assessments of initiatives, programs or aspects of school education
- the management of research and analysis into school education
- audits of funding programs to ensure compliance with funding arrangements
- the management of funding to schools and grant authorities
- nominations, assessment, determination and presentation of awards, prizes and scholarships
- design, development, promotion, establishment, implementation, review and management of school education programs, schemes and projects
- management of appeals to the agency or higher authorities
- management of financial assistance to school education stakeholders
- liaison with stakeholders
- feedback and comments provided to other agencies developing policies, frameworks, standards and procedures
- management of conferences, forums etc arranged by the agency and participation in conferences, forums etc arranged by other organisations
- collection and analysis of statistics and information
- management of internal and external committees and taskforces
- negotiation, establishment, maintenance and review of agreements and arrangements
- delegations of power

*For the procurement or commissioning of service providers, researchers etc and the management of the contracts, use AFDA – PROCUREMENT.*

*For the management of events to promote the agency and its services (eg Literacy and Numeracy Week), use AFDA – COMMUNITY RELATIONS – Celebrations.*

*For the promotion of Australia as a provider of secondary education for overseas students, use INTERNATIONAL EDUCATION.*

*For the development of secondary school vocational education programs, use VOCATIONAL EDUCATION AND TRAINING.*

## SCHOOL EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20640	<p>Records that are of national significance to the school education function, such as documenting new or innovative projects, programs or schemes, or development of national frameworks, policies and standards, or those that contribute to the understanding of school education issues, are controversial, subject of extensive debate or arouse widespread interest or scrutiny. Includes:</p> <ul style="list-style-type: none"><li>• final reports of research projects that are innovative, controversial or precedent setting or result in major changes to government policy, that are either conducted or commissioned by the agency or undertaken in collaboration with other organisations, such as research that highlights evidence of school education inequalities;</li><li>• master copies of statistical data compiled by the agency;</li><li>• master lists of award, prize and scholarship recipients;</li><li>• receipt and provision of significant, strategic, controversial or precedent setting advice, such as advice on national education standards or addressing educational disadvantages. Also includes policy advice, program strategy advice or strategic advice on action agendas provided to the Minister or government agencies;</li><li>• participants' reports and proceedings of conferences, seminars or symposiums either arranged by the agency or other organisations, that have national or international significance such as where new resolution, principles or relationships with international governments are forged;</li><li>• negotiation, establishment, maintenance and review of significant agreements, such as bilateral agreements between the Commonwealth and the state and territory governments, and shared responsibility agreements between the Commonwealth and indigenous communities to address the educational disadvantage experienced by Aboriginal and Torres Strait Islander Australians;</li><li>• high level internal, cross-jurisdictional, international or external committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative;</li><li>• receipt, assessment and approval of successful significant grant and funding applications, such as those that have far-reaching social, economic, national implications or have been the subject of widespread public debate or controversy;</li><li>• development of national frameworks, policies and standards, such as National Safe Schools Framework, National Curriculum and Australian Quality Teaching Framework. Includes public consultation and submissions;</li></ul>	Retain as national archives

## SCHOOL EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20640 (cont)	<ul style="list-style-type: none"><li>• design, development, establishment, implementation and review of significant programs and schemes that are innovative, controversial, precedent setting, result in major changes to government policy or result in major improvements to targeted groups, such as Boys Education, Anti-Bullying and Numeracy Vouchers Programs. Includes public consultation and submissions;</li><li>• final reports, assessments and summaries of evaluations, reviews, analyses and assessments of potential or existing initiatives, programs or aspects of school education that are controversial, precedent setting or result in major changes to government policy. Includes public consultation and submissions; and</li><li>• high level, international relationships and liaison with stakeholders.</li></ul>	Retain as national archives
20641	Records documenting the negotiation, establishment, maintenance and review of agreements relating to the provision of grants for Australian Government funded education facilities where right of recovery is applicable.	Destroy 20 years after expiry or other termination of agreement
20642	Records documenting: <ul style="list-style-type: none"><li>• case files for each non-government school or system schools receiving government grants;</li><li>• financial accountability which confirms grants have been received and expended according to grant guidelines; and</li><li>• final versions of the programs, proceedings and presentations for conferences and forums organised by the agency.</li></ul>	Destroy 15 years after school has closed or government grants program ceases, or after action completed
20643	Records documenting: <ul style="list-style-type: none"><li>• state and territory compliance with conditions of funding agreements;</li><li>• case files of programs managed by the agency;</li><li>• final reports, assessments or summaries of evaluations, reviews, analyses and assessments of potential or existing initiatives, programs or aspects of school education which are not significant;</li><li>• collection, verification and analysis of data, statistics and information;</li><li>• committees or task forces relating to the school education function where the agency does not provide the secretariat or is not the Commonwealth's main representative;</li></ul>	Destroy 10 years after action completed, after delegation is superseded or after agreement is terminated

## SCHOOL EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20643 (cont)	<ul style="list-style-type: none"><li>• design, development, establishment, implementation, monitoring, review and administration of programs and schemes that are not significant;</li><li>• negotiation, establishment, maintenance and review of agreements which are not significant and where right of recovery is not applicable;</li><li>• final reports of research and analysis which are not regarded as significant;</li><li>• delegations of power to authorise financial or administrative activities;</li><li>• final versions of administrative and partnership arrangements between the agency and other organisations; and</li><li>• internal or external audits that are qualified or result in significant changes to agency practices.</li></ul> <p><i>[For master copies of statistical data, use class 20640.</i></p> <p><i>For high level reports, evaluations, reviews, analyses and assessments, use class 20640.</i></p> <p><i>For high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20640].</i></p>	Destroy 10 years after action completed, after delegation is superseded or after agreement is terminated
20644	Records documenting: <ul style="list-style-type: none"><li>• appeals made to the agency, or higher authorities such as Independent Appeals Committee, Social Security Appeals Tribunal, the Administrative Appeals Tribunal or courts;</li><li>• development of the marketing and communications plans and the promotion of programs or projects;</li><li>• case files of student applications for Commonwealth support, grant authorities and performance and financial accountability documents received from grant authorities;</li><li>• funding or grants managed by the agency;</li><li>• liaison with external stakeholders;</li><li>• comments made by the agency on the development of frameworks, policies and standards by other agencies; and</li><li>• administrative arrangements for conferences organised by the agency.</li></ul> <p><i>[For high level decision making on applications, use class 20640.</i></p> <p><i>For high level international relationships/liaison, use class 20640.</i></p> <p><i>For significant conferences that have national or international significance such as where new resolution, principles or relationships are forged, use class 20640].</i></p>	Destroy 7 years after action completed

## SCHOOL EDUCATION

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20645	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• administration and conduct of research;</li><li>• planning and conduct of internal or external audits by the department or a nominated auditor, such as audits of grant authorities to ensure funds are being managed according to arrangements;</li><li>• receipt and provision of routine advice;</li><li>• nomination, assessment and determination of awards, prizes and scholarships;</li><li>• design of school education programs and schemes that are not approved; and</li><li>• internal policies and master copies of external and internal procedures.</li></ul> <p><i>[For audits that are qualified or result in major or significant change, use class 20643].</i></p>	Destroy 5 years after action completed, or after policies or procedures are superseded
20646	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• participants' reports on attendances at conferences arranged by other organisation;</li><li>• development of external training courses and seminars;</li><li>• development of internal policies and administrative arrangements between the agency and other organisations;</li><li>• management of enquiries, including help desks; and</li><li>• planning and conduct of evaluations, reviews, analyses and assessments into potential and existing initiatives, programs and projects.</li></ul> <p><i>[For significant conferences that have national or international significance such as where new resolutions, principles or relationships with international governments are forged, use class 20640.</i></p> <p><i>For reports, assessments, evaluations, reviews and analyses which are not significant, use class 20643.</i></p> <p><i>For high level reports, assessments, evaluations, reviews and analyses, use class 20640].</i></p>	Destroy 2 years after action completed
20647	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• final versions of training programs and presentations conducted by the agency;</li><li>• administration and conduct of committees and task forces, seminars, education programs and training sessions conducted by the agency;</li><li>• attendance of staff at conferences arranged by other organisations; and</li><li>• development of procedures and reports.</li></ul> <p><i>[For the records of committees or task forces where the agency does not provide the secretariat or is not the Commonwealth's main representative, use class 20643.</i></p> <p><i>For the records of high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20640].</i></p>	Destroy 1 year after last action

## VOCATIONAL EDUCATION AND TRAINING

The function of managing and supporting the ongoing learning of trade skills development, personal development and general adult education to help people move into work or further study, or work in the community. The tasks associated with vocational education and training include:

- the management of enquiries about vocational education and training programs, funding, student support etc
- development of internal and external vocational education and training policies, frameworks, reports, administrative arrangements, procedures and guidelines
- the planning and outcomes of evaluations, reviews, analyses and assessments of initiatives, programs or aspects of vocational education and training
- the design, development, promotion, establishment, implementation, review and management of vocational education and training programs and projects
- nomination, assessment, determination and presentation of awards, prizes and scholarships
- management of internal and external committees and taskforces
- management of research and analysis into vocational education and training
- the monitoring and management of State and Territory vocational education and training plans and national projects
- financial assistance to vocational education and training stakeholders
- receipt and provision of advice relating to vocational education and training
- the negotiation, establishment, maintenance and review of agreements
- liaison with stakeholders
- collection and analysis of statistics and information
- management of conferences, forums etc arranged by the agency and participation in conferences, forums etc arranged by other organisations
- maintenance of Australian apprentices register and national training register
- audits of funding programs to ensure compliance with funding arrangements
- the development of regulatory frameworks and standards

*[For the procurement or commissioning of researchers or service providers etc, use AFDA – PROCUREMENT.*

*For the recognition of overseas qualifications, use QUALIFICATION AND SKILLS RECOGNITION].*

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20648	<p>Records that are of national significance to the vocational education and training function, such as documenting new or innovative projects, programs or schemes, or development of national frameworks, policies and standards, or those that contribute to the understanding of vocational education and training issues, are controversial, subject of extensive debate or arouse widespread interest or scrutiny. Includes:</p> <ul style="list-style-type: none"><li>• final reports of formal research projects that are innovative, controversial or precedent setting or result in major changes to government policy, that are either conducted or commissioned by the agency or undertaken in collaboration with other organisations;</li><li>• master copies of statistical data compiled by the agency to support the vocational education and training function;</li><li>• master lists of award, prize and scholarships recipients;</li></ul>	Retain as national archives

## VOCATIONAL EDUCATION AND TRAINING

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20648 (cont)	<ul style="list-style-type: none"><li>• receipt and provision of strategic, controversial or precedent setting advice relating to the vocational education and training function and on matters with far-reaching social, economic or national implications for the agency or the vocational education and training system and its stakeholders (eg educators, parents, industry, students etc), such as advice on skills shortages and national training system. Includes policy advice, program strategy advice, or strategic advice on action agendas provided to the Minister or government agencies;</li><li>• outcomes of significant evaluations, reviews, analyses and assessments of potential or existing initiatives, programs or aspects of vocational education and training which contribute to major changes in vocational education and training policies, initiatives or programs, for example Agrifood Industry Skills Report which was a high level review of the skills and workforce issues in the Agrifood industry. Includes public consultation and submissions;</li><li>• high level internal, cross-jurisdictional, international or external committees or task forces relating to the vocational education and training function where the agency provides the secretariat, is the Commonwealth's main representative or plays a significant role (eg UNESCO-OECD Forum on Trade in Education Services, VET Equity Advisory Taskforce);</li><li>• design, development, establishment, implementation, review and administration of programs and schemes relating to the vocational education and training function that are unique or innovative or results in significant national improvements to targeted groups, eg Australian Skills Vouchers Program, Fast-Track Apprenticeships;</li><li>• development of national frameworks, policies and standards supporting the vocational education and training function, such as Australian Quality Training Framework and Skills for the Future policy statement. Includes public consultation and submissions;</li><li>• final versions of Vocational Education and Training (VET) plans;</li><li>• participants' reports and proceedings of conferences, seminars or symposiums either arranged by the agency or other organisations, that have national or international significance such as where new resolution, principles or relationships with international governments are forged; and</li><li>• high level, international relationships and liaison with stakeholders.</li></ul>	Retain as national archives
20650	Records documenting the negotiation, establishment, maintenance and review of agreements where right of recovery is applicable.	Destroy 20 years after expiry or other termination of agreement
20651	Final versions of the programs, proceedings and presentations for conferences and forums organised by the agency.	Destroy 15 years after last action

## VOCATIONAL EDUCATION AND TRAINING

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20652	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• delegations of power to authorise financial or administrative activities;</li><li>• signed copies of ministerial determinations required for the release of vocational education and training funds;</li><li>• final copies of administrative and partnership arrangements between the agency and other organisations;</li><li>• final reports of research and analysis not regarded as significant;</li><li>• case files documenting the management of recurrent and strategic initiative funding to States and Territories to support the vocational education and training function;</li><li>• participation in the development of Vocational Education and Training (VET) plans by the States and Territories to ensure compliance with national goals and priorities;</li><li>• negotiation, establishment, maintenance and review of agreements where right of recovery is not applicable;</li><li>• management of programs and schemes that are not significant;</li><li>• final reports of reviews that are not significant;</li><li>• collection, verification and analysis of data, statistics and information;</li><li>• liaison with stakeholders;</li><li>• all apprentices receiving assistance with their apprenticeships from a vocational training authority or a group training organisation; and</li><li>• all vocational training authorities and group training organisation providing apprentice and apprenticeship management services.</li></ul> <p><i>[For high level, international relationships/liaison, use class 20648</i></p> <p><i>For master copies of statistical data, use class 20648.</i></p> <p><i>For high level reports on outcomes of significant evaluations, reviews, analyses and assessments, use class 20648].</i></p>	Destroy 10 years after last action, after delegation is superseded or after termination of agreement

## VOCATIONAL EDUCATION AND TRAINING

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20653	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• monitoring and management of State and Territory VET plans and national projects, including reports and summaries;</li><li>• comments made by the agency on the development of frameworks, policies and standards by other agencies;</li><li>• appeals made to the agency, or higher authorities such as Independent Appeals Committee, Social Security Appeals Tribunal, the Administrative Appeals Tribunal or courts;</li><li>• case files relating to applications from students for Commonwealth support to participate in vocational education and training, such as Youth Allowance;</li><li>• receipt and provision of routine advice;</li><li>• State and Territory compliance with agreements relating to vocational education and training;</li><li>• administrative arrangements for conferences and forums organised by the agency; and</li><li>• development of the marketing and communications plans and the promotion of programs or projects.</li></ul> <p><i>[For significant conferences that have national or international significance such as where new resolution, principles or relationships with international governments are forged, use class 20648].</i></p>	Destroy 7 years after last action
20654	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• internal policies;</li><li>• master copies of procedures and guidelines;</li><li>• financial assistance applications that are not approved;</li><li>• administrative arrangements for the official opening of vocational education and training facilities that have been funded by the government;</li><li>• administration and conduct of committees or task forces where the agency does not provide the secretariat, is not the Commonwealth's main representative and plays only a minor role;</li><li>• nomination, assessment and determination of awards, prizes and scholarships;</li><li>• development and conduct of research; and</li><li>• design of programs and schemes that are not approved or do not proceed.</li></ul> <p><i>[For high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20648].</i></p>	Destroy 5 years after last action, or after policies or procedures are superseded

## VOCATIONAL EDUCATION AND TRAINING

<b>Class No</b>	<b>Description of records</b>	<b>Disposal action</b>
20655	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• management of enquiries, including help desks;</li><li>• participants' reports on attendances at conferences arranged by other organisations;</li><li>• development of internal policies and administrative arrangements between the agency and other organisations; and</li><li>• planning and conduct of evaluations, reviews, analyses and assessments into potential and existing initiatives, programs and projects.</li></ul> <p><i>[For significant conferences that have national or international significance such as where new resolution, principles or relationships with international governments are forged, use class 20648.</i></p> <p><i>For reports on research, evaluations, reviews, analyses and assessments that are not significant, use class 20652.</i></p> <p><i>For high level reports on evaluations, reviews, analyses and assessments, use class 20648].</i></p>	Destroy 2 years after last action
20656	<p>Records documenting:</p> <ul style="list-style-type: none"><li>• administration and conduct of committees and task forces;</li><li>• development of procedures and guidelines and reports; and</li><li>• attendance of staff at conferences arranged by other organisations.</li></ul> <p><i>[For the records of committees or task forces where the agency does not provide the secretariat or is not the Commonwealth's main representative, use class 20654.</i></p> <p><i>For the records of high level committees or task forces where the agency provides the secretariat or is the Commonwealth's main representative, use class 20648].</i></p>	Destroy 1 year after last action