



Australian Government

National Archives of Australia

Records Authority

**Department of Immigration and
Citizenship**

Job no 2009/00667625

May 2010

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INTRODUCTION

The Department of Immigration and Citizenship (DIAC) 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 Detention Management and Migration Management. It represents a significant commitment on behalf of DIAC to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of DIAC. 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 DIAC 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.

DIAC 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 classes 1.2, and all classes under entries 2, 3, 5, 6, 8, 14 and 15 in the previously issued Records Authority RDA 902, for the Department of Immigration and Multicultural Affairs, September 1991. This Authority replaces all classes under entries 1, 2, 4, 5, 7 and 8 in the previously issued Records Authority RDA 1032, for the Department of Immigration and Multicultural Affairs, September 1991.

The classes have been terminated and can no longer be used to sentence records after the date of issue of this Authority.

2. This Authority replaces coverage for migration and detention policy under class 1.1 of the previously issued Records Authority RDA 902, for the Department of Immigration and Multicultural Affairs, September 1991.

3. This Authority includes references to the following DIAC core businesses that at the time of issue of this Authority were still in development and had not been issued: BORDER CONTROL, CITIZENSHIP MANAGEMENT, SETTLEMENT PROGRAMS, and SETTLEMENT MANAGEMENT. Records referred to in this Authority for sentencing under these core businesses are required to be retained by DIAC until an Authority has been issued covering the relevant core business.

4. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.

5. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by DIAC, such as encrypted records and source records that have been copied.

6. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.

7. 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. DIAC will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.

8. In general, retention requirements indicate a minimum period for retention. DIAC 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 DIAC 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.

9. DIAC may destroy certain records without formal authorisation as a normal administrative practice (NAP). 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.

10. 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.

11. Records in the care of DIAC should be appropriately stored and preserved. DIAC 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).

12. 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.

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

CONTACT INFORMATION

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

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

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

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of Immigration and Citizenship
6 Chan Street
Belconnen ACT 2617

Purpose:

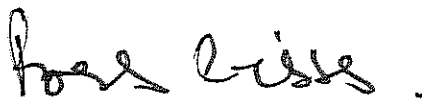
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

Detention Management
Migration Management

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 businesses documented in the records.

Authorising Officer



Ross Gibbs
Director-General
National Archives of Australia

Date of issue:

3 May 10.

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DETENTION MANAGEMENT

The function of managing and supporting people in immigration detention facilities who, upon entry or attempted entry into the country and/or offshore national territories, are deemed to be unlawful non-citizens by national immigration legislation. Includes registering and monitoring the health and welfare of people at immigration detention facilities, apprehending detainees who left a detention facility without authorization and conducting investigations at immigration detention facilities. Also includes managing the services provided by designated contractors and the provision of information, education and recreational lifestyle services to people in immigration detention facilities.

For the management of migrant hostels and reception centres, use SETTLEMENT PROGRAMS. Note: if a migrant hostel is used as an immigration detention facility, use DETENTION MANAGEMENT

For the processing of non-citizens held in a processing centre, use MIGRATION MANAGEMENT.

For the processing of visa applications made by non-citizens in immigration detention facilities, use MIGRATION MANAGEMENT – Visa Processing.

For installation of equipment, insurance of property, inventory of equipment, leasing of equipment or moving furniture and equipment, use PROPERTY MANAGEMENT.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION – Production.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS – Data Administration.

For the payment of compensation to a non-citizen who is entitled to compensation, use FINANCIAL MANAGEMENT – Payments.

For the seizure of goods/valuables by the agency's law enforcement officers, use MIGRATION MANAGEMENT – Seizure of Goods.

For reviews of visa refusal decisions concerning non-citizens in immigration detention facilities, use MIGRATION MANAGEMENT – Visa Refusal Reviews.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For the acquisition of detention facility goods and services through a tender process, use PROCUREMENT.

For acquisition of technology and telecommunications equipment, goods and services, use TECHNOLOGY AND TELECOMMUNICATIONS – Acquisition.

For the acquisition of non-specialised properties (ie non-immigration detention facilities), use PROPERTY MANAGEMENT – Acquisition.

Entry	Description of records	Disposal action
20658	Records documenting the acquisition of properties for immigration detention facilities. Includes, but not limited to: <ul style="list-style-type: none"> • investigations into and reports on the property • environmental impact assessments • budgetary estimates • cost benefit analysis 	Destroy 50 years after disposal of property
20659	Deeds and certificates of title for property owned by the agency. Includes records documenting the transfer of property to new owner.	Transfer to new owner when property is disposed of

DETENTION MANAGEMENT

Acquisition – continued:

Entry	Description of records	Disposal action
20660	Signed contracts under seal and supporting records prior to 15 November 2005 for the acquisition of property in Western Australia.	Destroy 21 years after disposal of property
20661	Signed contracts under seal and supporting records for the acquisition of property in Victoria and South Australia.	Destroy 15 years after disposal of property
20662	Signed contracts under seal and supporting records for the acquisition of property in Western Australia (from 15 November 2005), New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory.	Destroy 12 years after disposal of property
20663	Records documenting the acquisition of goods and services where there is no tender or contract process. Includes formal requests for quotes, orders, hand-over reports, routine forms and correspondence relating to the acquisition.	Destroy 7 years after last action
20664	Records documenting acquisitions not proceeded with goods and services.	Destroy 2 years after last action
20665	Information provided by vendors relating to goods and services.	Destroy when reference ceases or superseded

Addresses (presentations)

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

For addresses given by agency representatives on public occasions, use COMMUNITY RELATIONS – Addresses (presentations).

For the publication of addresses use PUBLICATION - Production.

Entry	Description of records	Disposal action
20666	Final versions of addresses delivered by the portfolio minister or agency head at government occasions in relation to the detention management function.	Retain as national archives
20667	Final versions of addresses delivered by agency staff at government occasions in relation to the detention management function.	Destroy 5 years after last presentation
20669	Working papers documenting the development of addresses, including drafts.	Destroy 1 year after last presentation

DETENTION MANAGEMENT

Advice

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

For collaborating with high-level public groups, use DETENTION MANAGEMENT – Liaison.

Entry	Description of records	Disposal action
20670	<p>Records documenting advice provided and received by the agency to the portfolio Minister, international organisations, government organisations, peak migrant bodies and other areas of the agency that relates to contentious detention management issues or leads to policy change, or issues with far-reaching legal and judicial implications. Includes, but not limited to:</p> <ul style="list-style-type: none"> • advice on incidents in detention facilities that have received public or media attention • advice on proposed changes to detention management legislation or policy • advice provided by the detention advisory group to the portfolio Minister relating to the adequacy and appropriateness of detention services, accommodation and facilities. • briefing notes, including background briefs, Question Time briefs and briefings on proposed visits by international organisations • minutes providing advice to the Minister • Ministerial statements • internal advice to other areas of the agency in response to government inquiries or formal requests for information from other government agencies • government responses to inquiry recommendations • legal advice • advice policy papers such as White and Green papers. 	Retain as national archives
20672	Records documenting advice provided or received by the agency on the management of individuals in immigration detention facilities.	Destroy 100 years after date of birth of detainee
20673	Records documenting provision of advice to Government on the nomination, appointment, resignation and termination of members of the public to boards, committees and statutory positions which are administrated by the agency.	Destroy 25 years after last action
20674	Records documenting the receipt and provision of advice between the agency and service provider relating to the management of detention facility contracts.	Destroy 20 years after last action

DETENTION MANAGEMENT

Advice - Continued

Entry	Description of records	Disposal action
20675	Records documenting advice provided by the agency to the portfolio Minister, international organisations, government organisations, peak migrant bodies and other areas of the agency that does not relate to contentious detention management issues or issues with far-reaching legal, social or international implications. Includes, but not limited to: <ul style="list-style-type: none"> • advice on the administration of detention facilities, money, property or security matters • advice on the interpretation of policy and procedures • legal advice 	Destroy 7 years after last action
20676	Working papers documenting the development of all advice provided by the agency and the detention advisory group. Includes drafts of advice.	Destroy 7 years after last action

Agreements

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

For the management of agreements or contracts entered into as a result of tendering, use DETENTION MANAGEMENT – Contracting-out.

Entry	Description of records	Disposal action
20677	Final versions and records documenting the negotiation, establishment, maintenance and review of agreements with international, state and territory governments that support the detention management function. Includes Memoranda of Understanding.	Retain as national archives
20680	Records documenting the negotiations, establishment, maintenance and review of agreements with immigration detention facility service providers made to support the detention management function. Includes final versions of agreements.	Destroy 25 years after expiry or other termination of agreement

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, record-keeping audits, skills' audits, system audits and quality assurance audits.

For advice or recommendations resulting from the audit of programs, services or processes regarding matters of public interest or having far reaching implications, use DETENTION MANAGEMENT – Advice class 20670

Entry	Description of records	Disposal action
20681	Final version of internal reports documenting audits into the performance of detention facility service providers. Includes audit recommendations for the improvement of programs and services.	Destroy 25 years after last action

DETENTION MANAGEMENT

Audit - Continued

Entry	Description of records	Disposal action
20682	Records documenting the planning and conduct of internal audits into the performance of detention facility service providers. Includes, but not limited to: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit Interview • draft report • comments 	Destroy 25 years after last action
20683	Final versions of external audit reports relating to the detention management function. Includes audit recommendations for the improvement of programs and services.	Destroy 25 years after last action completed
20684	Records documenting the planning and conduct of external audits relating to the detention management function. Includes, but not limited to: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit Interviews • draft reports • comments 	Destroy 25 years after last action completed

Authorisation

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

Entry	Description of records	Disposal action
20685	Delegations of power to agency business branches to authorise administrative action relating to the detention management function.	Destroy 50 years after delegation expires
20686	Authorisations for administrative actions relating to the detention management function.	Destroy 7 years after action

DETENTION MANAGEMENT

Committees

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

For inter-government or inter-agency committees that do not relate to the functions of citizenship, detention management, multicultural affairs, migration or migration-related activities, use GOVERNMENT RELATIONS – Committees.

Entry	Description of records	Disposal action
20687	Records of external high-level inter-departmental government (both state/territory) detention management committees formed to consider matters relating to the detention management function. Includes, but not limited to: <ul style="list-style-type: none"> • agenda • documents establishing the committee • final versions of minutes, including actions arising • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Retain as national archives
20688	Records of internal agency committees formed to consider matters relating to the detention management function. Includes, but not limited to: <ul style="list-style-type: none"> • agenda • documents establishing the committee • final versions of minutes, including actions arising • reports; recommendations • supporting documents such as briefing papers and discussion papers 	Destroy 10 years after last action
20689	Working papers documenting the conduct and administration of external high-level inter-departmental government (both state/territory) detention management committees which consider matters relating to the detention management function. Includes, but not limited to: <ul style="list-style-type: none"> • draft agenda • notices of minutes • draft minutes 	Destroy 7 years after last action
20690	Working papers documenting the conduct and administration of internal agency committees which consider matters relating to the detention management function. Includes, but not limited to: <ul style="list-style-type: none"> • draft agenda • notices of minutes • draft minutes 	Destroy 7 years after last action

DETENTION MANAGEMENT

Complaints Handling

The process of managing complaints made by, or on behalf of, non-citizens to the agency. Includes coordination with tribunals and courts.

For appeals to tribunals and courts (eg Migration review Tribunal), use MIGRATION MANAGEMENT – Appeals (decisions).

For reviews of visa refusal decisions concerning non-citizens in immigration detention facilities, use MIGRATION MANAGEMENT – Visa Refusal Reviews.

Entry	Description of records	Disposal action
20691	Records documenting coordination with tribunals and courts or the portfolio Minister to resolve complaints that have a far-reaching impact, such as resulting in systemic policy and procedural changes or are controversial or in the public interest, made by, or on behalf of, detainees to the agency in relation to the detention management function. Includes final resolution of complaint.	Retain as national archives
20692	Records documenting the management of routine complaints, where tribunals and courts are not involved, made by, or on behalf of, detainees to the agency in relation to the detention management function. Includes final resolution of complaints.	Destroy 25 years after finalisation of complaint
20693	Records documenting the management of vexatious or frivolous complaints made by, or on behalf of, detainees to the agency in relation to the detention management function.	Destroy 5 years after finalisation of complaint

Construction

The process of making or building something.

Note: this activity should be used for the construction of specialised buildings ie buildings designed for immigration detention facilities.

For the construction of non-specialised properties, use PROPERTY MANAGEMENT – Construction.

Entry	Description of records	Disposal action
20694	Records documenting construction activities for detention facilities. Includes, but not limited to: <ul style="list-style-type: none"> • records of consultations • audio-visual materials • specifications • building plans and designs • project management records • site and environmental reports 	Destroy 2 years after the property is disposed of, or transferred to new owners
20695	Records documenting construction activities where construction did not proceed.	Destroy 7 years after decision to suspend construction activities
20696	Working papers documenting construction activities for detention facilities.	Destroy when reference ceases

DETENTION MANAGEMENT

Contracting-Out

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

For the processes of receiving and assessing tenders from potential external consultants for services, use DETENTION MANAGEMENT- Tendering.

Entry	Description of records	Disposal action
20697	Records documenting contract management in relation to the detention management function. Includes, but not limited to: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and valuation reports 	Destroy 7 years after completion or other termination of contract

Debt Recovery

The activities associated with recovering debts incurred by non-citizens, spouses and dependents for medical expenses and costs associated with keeping, detaining, transporting and removing non-citizens, spouse and dependents. Includes recovering costs from non-citizens, sponsors of non-citizens and transport carriers.

For recovering costs associated with medical and travel expenses for non-citizens not residing in immigration detention facilities, use MIGRATION MANAGEMENT – Debt Recovery.

Entry	Description of records	Disposal action
20698	Records documenting the collection and management of outstanding monies from non-citizen debtors. Includes correspondence with, and notices issued to, debtors and records of negotiations, write-offs and waiver arrangements.	Destroy 10 years after last action

Detainee Apprehension

The activities associated with apprehending detainees who have left an immigration detention facility without authorisation. Includes notifying law enforcement organisations, conducting searches and reporting on unauthorised absences.

For interviewing detainees residing at immigration detention facilities in order to ascertain the identity of detainees and to assist in the management of the facility, use DETENTION MANAGEMENT – Detainee Interviewing.

For all records about individual detainees who apply for and are granted a permanent residency visa, use MIGRATION MANAGEMENT, Visa Processing - 20905.

Entry	Description of records	Disposal action
20699	Records documenting the apprehension of a detainee who has left an immigration detention facility without authorisation. Includes, but not limited to: <ul style="list-style-type: none"> • notifications to law enforcement organisations • search authorisations • search reports • unauthorised absence reports • video footage • supporting documents such as briefing papers and log books • performance reports • detainee interview transcripts 	Destroy 100 years after date of birth of detainee

DETENTION MANAGEMENT

Detainee Escorting

The activities associated with arranging travel security escorts for detainees residing at immigration detention facilities. Includes arranging escorts to courts of law, medical facilities and other detention facilities or to airports for permanent removal from the country.

For the removal of unlawful non-citizens from Australia, use MIGRATION MANAGEMENT – Removal.

Entry	Description of records	Disposal action
20700	Records documenting the escorting of detainees residing at immigration detention facilities to airports for permanent removal from the country.	Destroy 100 years after date of birth of detainee
20701	Records documenting the escorting of detainees residing at immigration detention facilities to and from courts, for medical appointments or to other detention facilities.	Destroy 25 years after person permanently leaves detention

Detainee Interviewing

The activities associated with formally interviewing detainees to ascertain their identity and to assist in the management of the immigration detention facilities. Includes transcribing or recording interviews as required.

For monitoring of health and welfare of detainees, including medical, dental and psychological assessments, use DETENTION MANAGEMENT – Detainee Monitoring.

For registration of detainees upon entry into, or exit from, an immigration detention facility, use DETENTION MANAGEMENT – Detainee Registration.

For arrangements made to interpret interview into English, use DETENTION MANAGEMENT – Translating and Interpreting Services.

For conducting interviews related to detention facility incidents, use DETENTION MANAGEMENT – Incident Investigation.

For interviewing detainees who have left an immigration detention facility without authorisation, use DETENTION MANAGEMENT – Detainee Apprehension.

For all records about individual detainees who apply for and are granted a permanent residency visa, use MIGRATION MANAGEMENT, Visa Processing - 20905.

Entry	Description of records	Disposal action
20702	Records of interviews with a detainee in support of the detention management function. Includes recording and transcripts of interviews, interview minutes and video recordings if applicable. <i>[For those given permanent residency use MIGRATION MANAGEMENT - Visa Processing.]</i>	Destroy 100 years after date of birth of detainee
20703	Video recordings of interviews to ascertain the identity of detainees (ie video recordings of identification test interviews) and related documents.	Destroy 10 years after the video recording was made

DETENTION MANAGEMENT

Detainee Monitoring

The activities associated with monitoring the health and welfare of detainees residing in immigration detention facilities. Includes collection of medical, dental and psychological assessments and behavioural reports upon entry into immigration detention facility or during course of detention.

For interviews conducted with detainees upon entry or during course of detention, use DETENTION MANAGEMENT – Detainee Interviewing.

For the registration of detainees upon entry into, or exit from, an immigration detention facility, use DETENTION MANAGEMENT – Detainee Registration.

For provision of educational, health, language and cultural services to detainees within an immigration detention facility, use DETENTION MANAGEMENT – Program Services.

For all records about individual detainees who apply for and are granted a permanent residency visa, use MIGRATION MANAGEMENT - Visa Processing - 20905.

Entry	Description of records	Disposal action
20704	<p>Detainee medical records and behaviour reports. Includes, but not limited to:</p> <ul style="list-style-type: none"> • treatment records • medication records • dental and psychological records, • records of tests undertaken • medical reports (eg interpretation of X-rays and other medical scans). <p>Excludes medical scans of detainees, such as X-rays, Computed Tomography (CT) scans and Magnetic Resonance Imaging (MRI) scans.</p>	Destroy 80 years after person permanently leaves detention
20705	Records documenting the post natal care of infants, recording immunisation and other post natal information.	Release to parent or guardian when person permanently leaves detention
20706	Medical scans of detainees, such as X-rays, CT and MRI scans.	Destroy 2 years after person permanently leaves detention
20707	<p>X-rays and other medical scans of unidentified clients, stored in bulk.</p> <p><i>[For medical assessments, use DETENTION MANAGEMENT – Detainee Monitoring 20704]</i></p>	Destroy 1 year after last action

DETENTION MANAGEMENT

Detainee Property Management

The activities associated with managing a detainee's personal property outside internal confines of an immigration detention facility. Includes registration of personal property items.

Entry	Description of records	Disposal action
20708	Records documenting the management of a detainee's personal property and travel documents. Includes, but not limited to: <ul style="list-style-type: none"> • registers of property and travel documents • details of location • descriptions of property and travel documents 	Destroy 100 years after date of birth of detainee

Detainee Registration

The activities associated with registering the entry and exit of detainees at an immigration detention facility. Includes documenting personal information about detainees deemed to be relevant for detention requirements.

For interviews conducted with detainees upon entry or during course of detention, use DETENTION MANAGEMENT – Detainee Interviewing. For monitoring of health and welfare of detainees, including medical, dental and psychological assessments, use DETENTION MANAGEMENT – Detainee Monitoring.

Note: The process of registering detainees includes collecting identifying information such as fingerprints, height, weight, biometric information, person's signature, photographs etc, in accordance with the relevant legislation, currently the Migration Act 1958. Client detention files should be classified, at creation, under this activity.

Entry	Description of records	Disposal action
20709	Records documenting registration of detainees upon entry into, and release from, immigration detention facilities. Includes, but not limited to: <ul style="list-style-type: none"> • detainees' entry and release register. • reasons for admission or release • dates of admission or release • identifying information, such as photographs, fingerprints, biometric information etc • information on religious, dietary or other requirements • name(s), marital status etc 	Retain as national archives

DETENTION MANAGEMENT

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Note: this activity should be used for disposal of specialised buildings ie buildings designed for immigration detention facilities.

For the disposal of non-specialised properties, use PROPERTY MANAGEMENT – Disposal.

Entry	Description of records	Disposal action
20711	Records documenting the disposal of an immigration detention facility. Includes, but not limited to: <ul style="list-style-type: none"> • assessments and investigations • sale negotiations • valuation certificates • details of preparation undertaken before disposal 	Destroy 7 years after last action
20712	Records documenting the disposal of equipment and movable property from immigration detention facilities. Includes, but not limited to,: <ul style="list-style-type: none"> • assessments and investigations • sale negotiations • valuation certificates • details of preparation undertaken before disposal 	Destroy 7 years after last action

Enquiries

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

For the provision of formal advice resulting from an enquiry, use DETENTION MANAGEMENT – Advice.

For the management of requests from the public for access to records under the Freedom of Information, Privacy and Archives Acts and other Acts specific to the agency, use INFORMATION MANAGEMENT – Cases.

Entry	Description of records	Disposal action
20713	Records documenting receipt of and responses to, enquiries from the media, detainees or government bodies, such as an ombudsman or commission established to investigate issues of human rights complaints or abuses relating to the detention management function.	Destroy 10 years after last action
20714	Records documenting the handling of general public enquiries related to the detention management function.	Destroy 5 years after last action

DETENTION MANAGEMENT

Evaluation

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

For advice or recommendations resulting from the evaluation of programs, services or processes regarding matters of public interest or having far reaching implications, use DETENTION MANAGEMENT – Advice 20670

Entry	Description of records	Disposal action
20715	Records documenting the evaluation of potential or existing programs and services that support the management of immigration detention facilities.	Destroy 10 years after last action
20716	Working papers documenting the evaluation of agency programs and operations that support the management of immigration detention facilities.	Destroy when reference ceases

Government Liaison

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

For maintaining regular general contact between the agency and non-government organisations, use DETENTION MANAGEMENT – Liaison.

Entry	Description of records	Disposal action
20717	Records documenting liaison activities undertaken with national and international government organisations in support of the detention management function. Includes collaboration on projects and exchange of information.	Retain as national archives

Immigration Detention Facility Security

The activities associated with measures taken to protect detainees and immigration detention premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes security classifications and criminal record checks for detainees.

For security classifications regarding immigration detention facility personnel, use PERSONNEL – Security.

For issuing security passes to staff, use PERSONNEL – Security.

Entry	Description of records	Disposal action
20722	Records documenting searches and security checks of detainees, detainees' rooms and visitors to immigration detention facilities. Includes police checks on detainees and visitors to immigration detention facilities.	Destroy 100 years after date of birth of detainee
20723	Surveillance records of immigration detention facilities that record incidents involving allegations of mistreatment of detainees, injury to detainees or facility staff or damage to immigration detention facilities. Includes audiovisual recordings.	Destroy 100 years after incident
20724	Immigration detention facility security registers. Includes providing security passes for visitors.	Destroy 25 years after last entry

DETENTION MANAGEMENT

Immigration Detention Facility Security - Continued

Entry	Description of records	Disposal action
20725	Records documenting security monitoring of immigration detention facilities. Includes inspections of perimeter, fences and electronic security equipment.	Destroy 10 years after last action
20726	Surveillance records of immigration detention facilities that do not record incidents involving allegations of mistreatment of detainees, injury to detainees or facility staff or damage to immigration detention facilities. Includes audiovisual recordings.	Destroy when reference ceases

Implementation

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

Entry	Description of records	Disposal action
20727	Records documenting the implementation of programs, policies and initiatives formulated to support the detention management function.	Destroy 10 years after last action

Incident Investigations

The process of conducting investigations into occurrences at immigration detention facilities involving detainees. Includes reviews of facility incidents and allegations of mistreatment of detainees.

Entry	Description of records	Disposal action
20719	Records documenting investigations into incidents at immigration detention facilities that result in substantial damage to building structures (e.g. fire, wall collapses, etc) or serious injury or death of detainees or facility staff, and where law enforcement agencies are involved.	Retain as national archives
20720	Records documenting investigations or incidents that result in some damage to building structures or minor injuries to detainees or facility staff, which do not require hospitalisation, and where law enforcement agencies are not involved.	Destroy 100 years after completion of report
20721	Records documenting investigations or incidents where no damage to buildings or injury to detainees or facility staff is reported.	Destroy 25 years after completion of report

DETENTION MANAGEMENT

Liaison

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

For the giving of advice by high-level public groups, use DETENTION MANAGEMENT – Advice.

For liaison through committees, use DETENTION MANAGEMENT – Committees.

For collaborating with government organisations regarding detention management, use DETENTION MANAGEMENT – Government Liaison.

Entry	Description of records	Disposal action
20728	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups in support of the detention management function. Includes collaboration on projects and exchange of information.	Destroy 3 years after last action

Maintenance

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

Entry	Description of records	Disposal action
20729	Records documenting the identification, location, removal and disposal of hazardous materials from all contaminated immigration detention facilities.	Destroy 80 years after completion of project
20730	Maintenance manuals, guides, test results, service log sheets, and instructions used in support of the maintenance of plant and equipment, including cooling water systems.	Destroy 10 years after last action
20731	Records documenting the removal and disposal of non-hazardous materials, including classified waste. Excludes removal of hazardous materials.	Destroy 7 years after completion of project
20732	Records documenting repairs, maintenance and upkeep of immigration detention facilities, equipment and stores, and building management systems or energy management systems. Includes replacement of equipment and general maintenance activities, eg cleaning, painting, pest control, ground maintenance and electrical maintenance.	Destroy 7 years after completion of project

Meetings

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

For meetings of committees and task forces, use DETENTION MANAGEMENT - Committees.

Entry	Description of records	Disposal action
20733	Final version of minutes and supporting documents tabled at meetings held to support the detention management function.	Destroy 7 years after last action

DETENTION MANAGEMENT

Meetings - Continued

Entry	Description of records	Disposal action
20734	Working papers documenting the conduct and administration of meetings held to support the detention management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Planning

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

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of records	Disposal action
20735	Final version of plans relating to the detention management function. Includes business unit plans and other operational and project plans.	Destroy 10 years after adoption of the final plan
20736	Working papers documenting the development of agency plans relating to the detention management function. Includes draft plans, reports analysing issues and comments received from other areas of the agency.	Destroy 3 years after adoption of the final plan

Policy

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

Entry	Description of records	Disposal action
20737	Records documenting the development and establishment of the agency's detention management policies. Includes, but not limited to: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations with stakeholders • supporting reports • major drafts • final policy documents 	Retain as national archives
20738	Working papers documenting the development of detention management policies.	Destroy 3 years after promulgation of new policy

Procedures

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

Entry	Description of records	Disposal action
20739	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the detention management function.	Retain as national archives

DETENTION MANAGEMENT

Procedures - Continued

Entry	Description of records	Disposal action
20740	Records documenting the development of agency procedures supporting the detention management function.	Destroy 10 years after procedures are superseded

Program Services

The activities of providing services for detainees residing at immigration detention facilities. Includes arrangements for access to educational programs, health services, language courses, cultural activities and recreation facilities.

For services provided to migrants or refugees, use SETTLEMENT PROGRAMS – Program Services.

For security classifications regarding detention facility personnel, use PERSONNEL – Security.

For monitoring the health of detainees, use DETENTION MANAGEMENT – Detainee Monitoring.

Entry	Description of records	Disposal action
20741	Records documenting requests and arrangements made for program services in support of the detention management function. Includes the use of educational, health, language, cultural and recreation services.	Destroy 10 years after last action

Reporting

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

For the drafting, finalising and presenting of special committee reports to the agency's head, use DETENTION MANAGEMENT - Committees.

For the drafting and finalising of observer reports covering international migration visits, use DETENTION MANAGEMENT - Visits.

For the submission of the agency's annual report to the portfolio Minister, use GOVERNMENT RELATIONS – Compliance.

For the annual report drafting process, use PUBLICATION – Drafting.

For the design and printing of the agency's annual report use PUBLICATION – Production.

Entry	Description of records	Disposal action
20742	Final version of formal internal reports and reports made to external organisations relating to the detention management function. Includes reports on statistics of people who have returned to their country of origin.	Retain as national archives
20743	Final version of periodic internal reports on general administrative matters. Includes work progress reports against business and work plans and unit level performance reporting.	Destroy 10 years after last action
20744	Final version of periodic internal reports used to monitor and document recurring activities relating to the management of the detention services contract. Includes routine reports from detention services providers.	Destroy 10 years after expiry or other termination of agreement

DETENTION MANAGEMENT

Reporting - Continued

Entry	Description of records	Disposal action
20745	Working papers documenting the development of all reports relating to the detention management function. Includes drafts and comments received.	Destroy 2 years after last action

Reviewing

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

For advice or recommendations resulting from the review of programs, services or processes regarding matters of public interest or having far reaching implications, use DETENTION MANAGEMENT – Advice 20670

Entry	Description of records	Disposal action
20746	Records documenting a review of agency programs and operations supporting the detention management function. Includes documents establishing the review, final report and action plan.	Destroy 7 years after last action
20747	Working papers documenting a review of agency programs and operations supporting the detention management function.	Destroy when reference ceases

Risk Management

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

Entry	Description of records	Disposal action
20748	Records documenting risk management relating to the detention management function. Includes documentation covering each stage of the process, risk assessments, treatment schedules, and process findings.	Destroy 7 years after next risk assessment
20749	Detention management risks register.	Destroy 7 years after next risk assessment

Standards

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

Entry	Description of records	Disposal action
20750	Records documenting the implementation of industry and agency standards to support the detention management function.	Destroy 10 years after last action

DETENTION MANAGEMENT

Standards Development

The activities associated with developing and setting benchmarks, performance measures and standards for immigration detention.

Entry	Description of records	Disposal action
20751	Master copies of immigration detention standards that establish service requirements for immigration detention facility service providers.	Retain as national archives
20752	Records documenting the development of immigration detention standards that establish service requirements for immigration detention facility service providers.	Destroy 1 year after standard is superseded
20753	Records documenting comments received from external parties to support the development of immigration detention standards that establish service requirements for immigration detention facility service providers.	Destroy 1 year after standard is promulgated
20754	Working papers documenting the development of immigration detention standards that establish service requirements for immigration detention facility service providers.	Destroy 1 year after standard is promulgated

Tendering

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

For agreements or contracts entered into not as a result of tendering, use DETENTION MANAGEMENT – Agreements.

For activities involved in managing the performance of work or the provision of services by an external contractor or consultant, use DETENTION MANAGEMENT - Contracting-out.

Entry	Description of records	Disposal action
21497	Records documenting the development and issue of tender documentation. Includes business plan, statement of requirements, request for proposals, and expressions of interest, Request for Tender (RFT), draft contract and tender evaluation plans.	Destroy 7 years after tender process completed
21498	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation reports, recommendations, final report and public notices.	Destroy 7 years after tender process completed
21499	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
21500	Tender registers.	Destroy 7 years after last entry

DETENTION MANAGEMENT

Tendering - Continued

Entry	Description of records	Disposal action
21501	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with tender process
21502	Signed simple contracts and agreements resulting from tenders and supporting records. Includes the successful tender documentation.	Destroy 7 years after completion or other termination of contract
21503	Contract registers.	Destroy 7 years after last entry
21504	Signed contracts under seal prior to 15 November 2005 resulting from tenders and supporting records: Western Australia. Includes the successful tender documentation	Destroy 21 years after completion or other termination of contract
21505	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. Includes the successful tender documentation.	Destroy 15 years after completion or other termination of contract
21506	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Western Australia (from 15 November 2005), Queensland, Tasmania, Australian Capital Territory and Northern Territory. Includes the successful tender documentation	Destroy 12 years after completion or other termination of contract

Training Services

The activities associated with providing training for external parties. Includes the development of training programs and materials, preparing training schedules and organising training facilities.

For giving formal addresses for training purposes, use DETENTION MANAGEMENT – Addresses (presentations).

For the receipt of fees and/or payment of accounts supporting the running of training courses, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT - Payments.

For the publication of detention-related training material, use PUBLICATION – Production.

For managing the provision of training services for agency staff, use STAFF DEVELOPMENT – Training.

Entry	Description of records	Disposal action
20755	Final versions of presenters' training aids and notes, and participant materials.	Destroy 5 years after last action

DETENTION MANAGEMENT

Training Services - Continued

Entry	Description of records	Disposal action
20756	Records documenting administrative and logistic arrangements relating to the conduct of training. Includes, but not limited to: <ul style="list-style-type: none"> • booking of speaker • venue and catering • management of registrations • attendance of staff 	Destroy 5 years after last action
20757	Records documenting the development of presenter aids and notes, training programs and participant materials relating to the detention management function.	Destroy 3 years after last action
20758	Master set of the annual training calendar. Includes identification of target agencies and key dates.	Destroy 2 years after last action

Translating and Interpreting Services

The activities associated with arranging for translation of documents and/or interpreting of languages other than English. Includes translating and interpreting services for public use.

Entry	Description of records	Disposal action
20759	Records documenting arrangements for providing translating and/or interpreting services at immigration detention facilities and processing centres.	Destroy 7 years after last action

Visits

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

Entry	Description of records	Disposal action
20760	Records documenting arrangements for visits made to immigration detention facilities by the Minister, members of Parliament, other Australian Government officials, agency officials, overseas migration delegations, representatives of national migration bodies and members of the public. Includes visitor books.	Destroy 6 years after last action
20761	Records documenting visits by agency staff to organisations both within Australia and overseas. Includes visit reports.	Destroy 6 years after last action

MIGRATION MANAGEMENT

The function of administering the temporary and permanent entry into, and the presence in, Australia of non-citizens. Includes funding and promoting of migration to Australia, processing visas onshore and offshore, managing security bonds related to particular visa classes and the registration of migration agents. Also includes the monitoring and enforcement of immigration laws and visa conditions within Australia and the investigation of apparent breaches of these laws and visa conditions. Also includes collecting, collating, processing and disseminating information and intelligence which assists in prosecution and deportation of unlawful non-citizens, liaison with national and international bodies and the provision of training and translating services.

For enforcement of immigration law at the border, use BORDER CONTROL.

For applications and determinations of citizenship, use CITIZENSHIP MANAGEMENT.

For detention of non-citizens applying for refugee or humanitarian visas, use DETENTION MANAGEMENT.

For the provision of services to refugees and migrants to assist with settlement in Australia, use SETTLEMENT MANAGEMENT.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION – Production.

For the management of lawsuits and legal proceedings regarding migration issues and processes between the agency and other parties, use LEGAL SERVICES.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS – Data Administration.

For the payment of compensation to a non-citizen who is entitled to compensation, use FINANCIAL MANAGEMENT – Payments.

For the sentencing of intelligence records, refer to the General Disposal Authority for Records relating to the intelligence function in any Commonwealth agency (currently GDA 21) and the agency's sentencing guidelines.

For the sentencing of data matching records, refer to the General Disposal Authority for Records relating to data matching exercises (currently GDA 24).

Addresses (presentations)

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

For addresses given by agency representatives on public occasions, use COMMUNITY RELATIONS – Addresses (presentations).

For the publication of addresses use PUBLICATION - Production.

Entry	Description of records	Disposal action
20762	Final version of addresses delivered by the portfolio minister or agency head at government occasions in relation to the migration management function.	Retain as national archives
20763	Final versions of addresses delivered by agency staff at government occasions in relation to the migration management function.	Destroy 5 years after last presentation
20764	Final versions of addresses delivered by agency staff for the purpose of highlighting and communicating the performance of the migration function to government agencies, migration agents, internal agency staff, community groups and education providers. Includes addresses given at training courses.	Destroy 2 years after last presentation
20765	Working papers documenting the development of addresses, including drafts.	Destroy 1 year after last presentation

MIGRATION MANAGEMENT

Advice

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

Entry	Description of records	Disposal action
20766	<p>Records documenting advice received and provided by the agency to the portfolio Minister, international organisations, government organisations, peak migrant bodies and other areas of the agency that relates to contentious migration management issues or leads to policy change, or issues with far-reaching legal, social or international implications. Includes, but not limited to:</p> <ul style="list-style-type: none"> • advice on migrant deportations that have received public or media attention • advice on proposed changes to migration management legislation or policy • briefing notes, including background briefs, Question Time briefs and briefings on proposed visits by international organisations • minutes providing advice to the Minister • Ministerial statements • internal advice to other areas of the agency in response to government inquiries or formal requests for information from other government agencies • advice provided in the form of policy papers, such as White and Green Papers 	Retain as national archives
20767	<p>Records documenting advice provided by the agency to the portfolio Minister, international organisations, government organisations, peak migrant bodies and other areas of the agency that does not relate to contentious migration management issues or issues with far-reaching legal, social or international implications. Includes, but not limited to:</p> <ul style="list-style-type: none"> • advice on the management of individuals, money, property or security matters • advice on the interpretation of policy and procedures 	Destroy 25 years after last action
20768	<p>Records documenting provision of advice to Government on the nomination, appointment, resignation and termination of members of the public to boards, committees and statutory positions which are administrated by the agency.</p>	Destroy 25 years after last action
20769	<p>Working papers documenting the development of all advice provided by the agency. Includes drafts of advice.</p>	Destroy 7 years after last action

MIGRATION MANAGEMENT

Agreements

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

For the management of agreements or contracts entered into as a result of tendering, use MIGRATION MANAGEMENT – Contracting-out.

For agreements relating to joint ventures, use MIGRATION MANAGEMENT – Joint Ventures.

Entry	Description of records	Disposal action
20770	Final versions and records documenting the negotiation, establishment, maintenance and review of agreements, bilateral arrangements and Memoranda of Understanding with foreign countries, state and territory governments and other Australian Government agencies relating to enforcement of, and the monitoring of compliance with migration legislation.	Retain as national archives
20773	Records documenting negotiation, establishment, maintenance and review of agreements with national media organisations and other Australian Government agencies to support the migration management function. Includes the final version of agreement.	Destroy 5 years after expiry or termination of agreement

Appeals (decisions)

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

For reviews and reconsiderations of visa refusal decisions carried out internally, use MIGRATION MANAGEMENT – Visa Refusal Reviews.

For the management of complaints made by, or on behalf of, non-citizens to the agency in relation to the migration management function, use MIGRATION MANAGEMENT – Complaints Handling.

Entry	Description of records	Disposal action
20775	Records documenting appeals to a higher authority (the courts and the Administrative Appeals Tribunal) relating to a decision made by the agency or an external authority (eg the Migration Review Tribunal or the Refugee Review Tribunal), where the final decision sets a precedent, leads to a change of policy, relates to issues of national significance or public controversy.	Retain as national archives
20776	Records documenting appeals to a higher authority (the courts and the Administrative Appeals Tribunal) relating to a decision made by the agency or an external authority (eg the Migration Review Tribunal or the Refugee Review Tribunal), where the final decision has a minimal impact on agency's policies, procedures and revenue, or where the final decision does not set a precedent.	Destroy 7 years after last action

MIGRATION MANAGEMENT

Arrangements

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

Entry	Description of records	Disposal action
20777	Records documenting arrangements for the delivery and use of equipment and goods associated with the migration management function. Includes travel and accommodation arrangements.	Destroy 2 years after last action

Authorisation

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

Entry	Description of records	Disposal action
20779	Records documenting authorisations and delegations of power to agency staff by the Minister, agency secretary or other agency staff to authorise administrative action relating to the migration management function.	Destroy 15 years after last action

Bonds Management

The activity of managing security bonds related to particular travelling and residential visa classes. Includes deposits, refunds and forfeitures.

Entry	Description of records	Disposal action
20780	Records documenting the receipt, refunding and default of security bonds in support of the migration management function. Includes forfeiture of bonds.	Destroy 10 years after last action

MIGRATION MANAGEMENT

Committees

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

For travelling arrangements, use MIGRATION MANAGEMENT - Arrangements.

For inter-government or inter-agency committees that do not relate to the functions of citizenship, detention management, multicultural affairs, migration or migration-related activities, use GOVERNMENT RELATIONS – Committees.

For payments made to research advisory groups, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of records	Disposal action
20792	Records of external high-level inter-government (both state/territory) migration management committees formed to consider matters relating to the migration management function. Includes, but not limited to: <ul style="list-style-type: none"> • agenda • documents establishing the committee • final versions of minutes, including actions arising • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Retain as national archives
20794	Records of internal committees formed to consider matters relating to investigations into practices in breach of migration legislation and operations to enforce migration legislation. Includes, but not limited to: <ul style="list-style-type: none"> • documents establishing the committee • agenda • final versions of minutes, including actions arising • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Destroy 20 years after last action
20795	Records of internal committees formed to consider matters relating to migration management, such as visa working groups etc. Excludes committees formed to consider investigations into practices in breach of the migration legislation and operations to enforce migration legislation. Includes, but not limited to: <ul style="list-style-type: none"> • documents establishing the committee • agenda • final versions of minutes, including actions arising • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Destroy 10 years after last action

MIGRATION MANAGEMENT

Committees - Continued

Entry	Description of records	Disposal action
20796	Working papers documenting the conduct and administration of external high-level inter-government (both state/territory) migration management committees which consider matters relating to the migration management function. Includes, but not limited to: <ul style="list-style-type: none"> • draft agenda • notices of minutes • draft minutes 	Destroy 7 years after last action
20798	Records of research advisory committees formed to consider matters relating to the migration function. Includes, but not limited to: <ul style="list-style-type: none"> • documents establishing the committee • agenda • final versions of minutes, including actions arising • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Destroy 7 years after last action
20800	Working papers documenting the conduct and administration of all internal committees. Includes, but not limited to: <ul style="list-style-type: none"> • draft agenda • notices of minutes • draft minutes 	Destroy 5 years after last action

Complaints Handling

The process of managing complaints made by, or on behalf of, non-citizens to the agency. Includes coordination with tribunals and courts.

For appeals to tribunals and courts (eg Migration Review Tribunal), use MIGRATION MANAGEMENT – Appeals (decisions).

For reviews and reconsiderations of visa refusal decisions carried out internally, use MIGRATION MANAGEMENT – Visa Refusal Reviews.

Entry	Description of records	Disposal action
20829	Records documenting coordination with tribunals and courts or the portfolio Minister to resolve complaints that have a far-reaching impact made by, or on behalf of, non-citizens to the agency in relation to the migration management function. Includes final resolution of complaint.	Retain as national archives
20830	Records documenting the management of routine complaints, where tribunals and courts are not involved, made by, or on behalf of, non-citizens to the agency in relation to the migration management function. Includes final resolution of complaint.	Destroy 15 years after finalisation of complaint

MIGRATION MANAGEMENT

Complaints Handling - Continued

Entry	Description of records	Disposal action
20831	Records documenting the management of vexatious or frivolous complaints made by, or on behalf of, non-citizens to the agency in relation to the migration management function.	Destroy 5 years after finalisation of complaint

Conferences

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

For addresses given at a conference, use MIGRATION MANAGEMENT – Addresses (presentations).

For travel and accommodation arrangements for staff to attend conferences, use MIGRATION MANAGEMENT- Arrangements.

For the printing and publication of agency conference proceedings and reports, use PUBLICATION – Production.

Entry	Description of records	Disposal action
20802	Records documenting arrangements for agency conferences relating to the migration management function. Includes program development, arranging speakers, promotion, managing registrations and venue bookings.	Destroy 3 years after last action
20803	Reports assessing the conduct of agency-arranged conferences relating to the migration management function.	Destroy 3 years after last action
20805	Agency participants reports on conferences arranged by other organisations.	Destroy 3 years after last action
20806	Final versions of unpublished conference proceedings relating to the migration management function.	Destroy 1 year after last action
20807	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, and conference promotion material.	Destroy when reference ceases

Contracting-Out

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

For the processes of receiving and assessing tenders from potential external consultants for services, use MIGRATION MANAGEMENT- Tendering.

Entry	Description of records	Disposal action
20808	Records documenting contract management relating to the migration management function. Includes, but not limited to: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and valuation reports 	Destroy 7 years after completion or other termination of contract

MIGRATION MANAGEMENT

Debt Recovery

The activities associated with recovering debts incurred by non-citizens, spouses and dependents for medical expenses and costs associated with keeping, detaining, transporting and removing non-citizens, spouse and dependents. Includes recovering costs from non-citizens, sponsors of non-citizens and transport carriers.

For recovering costs associated with detaining non-citizens, use DETENTION MANAGEMENT – Debt Recovery.

For the removal of unlawful non-citizens from the country, use MIGRATION MANAGEMENT – Removal.

Entry	Description of records	Disposal action
20810	Records documenting the collection and management of outstanding monies from non-citizen debtors. Includes correspondence with, and notices issued to, debtors and records of negotiations, write-offs and waiver arrangements.	Destroy 7 years after last action

Enforcement Liaison

The activities associated with maintaining regular general contact between the agency and national and international government security and law enforcement organisations regarding compliance activities. Includes sharing information and collaborating on surveillance of border entry operations.

For liaison through committees, use MIGRATION MANAGEMENT – Committees.

For liaison between the agency and government organisations (national and international), other than law/security enforcement organisations, use MIGRATION MANAGEMENT – Government Liaison.

For liaison between the agency and non-government organisations, use MIGRATION MANAGEMENT – Liaison.

Entry	Description of records	Disposal action
20812	Records documenting liaison activities undertaken with national and international government security/law enforcement organisations in support of the migration management function. Includes collaboration on projects and exchange of information.	Retain as national archives

Enquiries

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

For the provision of formal advice resulting from an enquiry, use MIGRATION MANAGEMENT – Advice.

For the management of requests from the public for access to records under the Freedom of Information, Privacy and Archives Acts and other Acts specific to the agency, use INFORMATION MANAGEMENT – Cases.

Entry	Description of records	Disposal action
20815	Records documenting the handling of unusual, atypical etc visa enquiries from national and international organisations (other than government organisations) and visa applicants. Includes written correspondence and telephony transcripts.	Destroy 20 years after last action

MIGRATION MANAGEMENT

Enquiries - Continued

Entry	Description of records	Disposal action
20816	Records documenting the handling of general visa enquiries (including progress of visa assessment) from national and international organisations (other than government organisations) and visa applicants. Includes written correspondence and telephony transcripts.	Destroy 15 years after last action
20817	Records documenting receipt of, and responses to, enquiries from national and international government organisations relating to the migration management function.	Destroy 10 years after last action
20819	Records documenting the handling of general public enquiries relating to the migration management function. Includes written correspondence and telephony transcripts.	Destroy 5 years after last action

Evaluation

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

Entry	Description of records	Disposal action
20821	Records documenting the evaluation of potential or existing migration programs, schemes and services that support the migration management function.	Destroy 5 years after last action
20822	Working papers documenting the evaluation of agency programs, schemes and services that support the migration management function.	Destroy when reference ceases

Government Liaison

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

For liaison through committees, use MIGRATION MANAGEMENT – Committees.

For collaborating with national and international government security/law enforcement organisations regarding migration compliance, use MIGRATION MANAGEMENT – Enforcement Liaison.

For maintaining regular general contact between the agency and non-government organisations, use MIGRATION MANAGEMENT – Liaison.

Entry	Description of records	Disposal action
20832	Records documenting liaison activities undertaken with government organisations (national and international) in support of the migration management function. Includes collaboration on projects and exchange of information.	Destroy 5 years after last action

MIGRATION MANAGEMENT

Implementation

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

Entry	Description of records	Disposal action
20834	Records documenting the implementation of programs, policies and initiatives formulated to support the migration management function.	Destroy 10 years after last action

Investigations and Enforcement Operations

The activities associated with investigations into illegal migration practices and the conduct of operations to enforce migration legislation and migration programs. Includes preliminary investigations into apparent breaches of migration legislation and entering premises to apprehend individuals deemed to be possible unlawful non-citizens.

For security classifications regarding immigration operations personnel, use PERSONNEL – Security.

For boarding aircraft and vessels, and checking passports and other travel documentation at the border, use BORDER CONTROL.

For the seizure of goods and evidence during enforcement investigations and operations, use MIGRATION MANAGEMENT – Seizure of Goods.

Entry	Description of records	Disposal action
20836	Records documenting investigations into breaches of migration legislation, where the subject under investigation is removed from the country. Includes, but not limited to: <ul style="list-style-type: none"> • warrant • case notes • management of witnesses • personal statements • law enforcement logistical documents • other case related information <p><i>[For cancellation of permanent residency VISA use MIGRATION MANAGEMENT - Visa Cancellations.]</i></p>	Destroy 100 years after date of birth of person under investigation
20839	Records documenting an enforcement operation relating to entering premises, whether or not a person and/or persons are removed from the country. Includes electronic filming of the operation.	Destroy 25 years after last action

MIGRATION MANAGEMENT

Investigations and Enforcement Operations - Continued

Entry	Description of records	Disposal action
20841	Records documenting investigations into breaches of migration legislation, where the subject under investigation is not removed from the country. Includes, but not limited to: <ul style="list-style-type: none"> • warrant • case notes • management of witnesses • personal statements • law enforcement logistical documents • other case related information 	Destroy 20 years after completion of investigation
20846	Notebooks used by agency officers when undertaking interviews during enforcement operations in support of the migration management function.	Destroy 20 years after last entry

Liaison

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

For liaison through committees, use MIGRATION MANAGEMENT – Committees.

For collaborating with national and international government security/law enforcement organisations regarding migration compliance, use MIGRATION MANAGEMENT – Enforcement Liaison.

For collaborating with government organisations (national and international), other than law/security enforcement organisations, regarding migration management, use MIGRATION MANAGEMENT – Government Liaison.

Entry	Description of records	Disposal action
20848	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups in support of the migration management function. Includes collaboration on projects and exchange of information.	Destroy 5 years after last action

Meetings

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

For meetings of committees and task forces, use MIGRATION MANAGEMENT - Committees.

For ad-hoc meetings which are part of a conference program, use MIGRATION MANAGEMENT - Conferences.

Entry	Description of records	Disposal action
20849	Final version of minutes and supporting documents tabled at meetings held to support the migration management function.	Destroy 5 years after last action

MIGRATION MANAGEMENT

Meetings - Continued

Entry	Description of records	Disposal action
20851	Working papers documenting the conduct and administration of meetings held to support the migration management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Migration Agents Registration

The activities associated with the registration and regulation of the activities of the Australian migration advice profession (ie migration agents) in accordance with legislation, currently the Migration Act 1958.

For registration payments, including invoices, use FINANCIAL MANAGEMENT – Accounting (a copy of the payment should be kept on the registration file).

Entry	Description of records	Disposal action
20853	Register of successful applications for onshore migration agent registrations.	Retain as national archives
20854	Records documenting the assessment, granting and successful registration of onshore migration agents. Includes, but not limited to: <ul style="list-style-type: none"> • application • copies of registration application payment • copies of attached documentation • notice of decision • notification of exemption • copies of complaints made against the agent • copies of complaint outcomes including sanction decisions • repeat registration applications • attached documentation regarding repeat registration including Continuing Professional Development (CPD) documentation • copies of any other decisions 	Destroy 10 years after expiry or other termination or refusal of repeat registration
20855	Records documenting unsuccessful applications for registration as a migration agent.	Destroy 7 years after last action

Migration Assistance

The activities associated with providing financial assistance to migrants entering Australia and organisations assisting migrants entering Australia. Includes management of schemes and trust funds established to assist migration programs.

For the agency's grant funding policy, use STRATEGIC MANAGEMENT – Policy.

Entry	Description of records	Disposal action
20856	Records documenting the approved funding for private non-citizens' assisted passage to the country.	Destroy 25 years after last action

MIGRATION MANAGEMENT

Migration Assistance - Continued

Entry	Description of records	Disposal action
20857	Records documenting the assessment of applications and the allocation of funds to organisations, including research advisory committees, for the assistance of migrants entering the country. Includes, but not limited to: <ul style="list-style-type: none"> • applications • funding approvals • supporting calculations • variations • final payments • working papers 	Destroy 7 years after completion of program or project
20858	Records documenting monitoring of migration funding expenditure supporting the migration management function.	Destroy 7 years after last action
20859	Records documenting unapproved applications for migration program funding.	Destroy 2 years after last action

Migration Promotion

The activities associated with promoting migration to non-citizens. Includes development and delivery of migration awareness strategies and funding to organisations to assist with promotional activities.

Entry	Description of records	Disposal action
20860	Records documenting the final promotional material and the design work supporting the migration management function. Includes promotional design samples.	Retain as national archives
20861	Records documenting the approved funding for organisations to assist with promotional activities.	Destroy 25 years after last action
20862	Records documenting the provision of promotional material to agency's offshore offices. Includes correspondence between onshore and offshore offices.	Destroy 10 years after last action
20863	Records documenting the development of promotional packages for migrants. Includes working papers and drafts created in the course of developing promotional packages for migrants.	Destroy 3 years after last action
20864	Information packages provided to potential migrants to promote migration to Australia. Includes pamphlets and other promotional material.	Destroy 3 years after last action

MIGRATION MANAGEMENT

Notifications

The activities associated with the internal notification of apparent or suspected breaches of migration legislation. Includes communications between onshore or offshore offices.

Entry	Description of records	Disposal action
20865	Records documenting notifications relating to possible breaches of migration legislation that result in legal action being taken by the agency against a person or persons deemed to be in breach of migration legislation. Includes communication between onshore and offshore offices.	Disposal not authorised
20866	Records documenting notifications relating to possible breaches of migration legislation that do not result in any legal action being taken by the agency. Includes communication between onshore and offshore offices.	Destroy 5 years after last action

Planning

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

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of records	Disposal action
20867	Final version of project and action plans created to support investigations into illegal migration practices and operations to enforce migration legislation.	Destroy 10 years after plan is superseded
20868	Final version of plans relating to the migration management function, such as business unit plans, promotional strategies, country strategies and other operational or project plans. Excludes plans created to support investigations into illegal migration practices and operations to enforce migration legislation.	Destroy 5 years after adoption of the final plan
20869	Working papers documenting the development of agency plans relating to the migration management function. Includes draft plans, reports analysing issues and comments received from other areas of the agency.	Destroy 3 years after adoption of the final plan

MIGRATION MANAGEMENT

Policy

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

Entry	Description of records	Disposal action
20870	Records documenting the development and establishment of migration management policies. Includes, but not limited to: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents 	Retain as national archives
20871	Working papers documenting the development of migration management policies.	Destroy 3 years after promulgation of new policy

Procedures

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

Entry	Description of records	Disposal action
20872	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the migration management function.	Retain as national archives
20873	Records documenting the development of agency procedures supporting the migration management function.	Destroy 10 years after procedures are superseded

Public Reaction

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

For public suggestion scheme, use COMMUNITY RELATIONS – Public Reaction.

Entry	Description of records	Disposal action
20874	Records documenting public reaction and agency responses on issues related to the migration management function.	Destroy 6 years after last action

MIGRATION MANAGEMENT

Removal

The activities associated with arranging the removal of unlawful non-citizens from Australia to other countries. Includes voluntary departure and involuntary removal.

For the arrangement of security escorts to accompany unlawful non-citizens to immigration detention facilities, use DETENTION MANAGEMENT – Detainee Escorting.

For escorting of unlawful non-citizens from immigration detention facilities to airports for permanent removal, use DETENTION MANAGEMENT – Detainee Escorting.

For providing an allowance to assist with removing unlawful non-citizens, use MIGRATION MANAGEMENT – Removal Allowances.

Entry	Description of records	Disposal action
20875	Registers and indexes of unlawful non-citizen removals from the country.	Disposal not authorised
20876	Records documenting the involuntary removal of unlawful non-citizens from the country. Includes travel, accommodation, video footage (if applicable) and escorting arrangements.	Disposal not authorised
20877	Records documenting the voluntary departure of unlawful non-citizens from the country. Includes travel, accommodation and escorting arrangements.	Destroy 25 years after last action
20878	Working papers documenting the removal process relating to the migration management function.	Destroy when reference ceases

Removal Allowances

The activities involved with providing monetary assistance in the form of an allowance to assist with the removal of unlawful non-citizens from Australia to other countries.

Note: Most allowances under this activity relate to the voluntary departure of unlawful non-citizens from Australia.

For arranging the removal of unlawful non-citizens to other countries, use MIGRATION MANAGEMENT – Removal.

Entry	Description of records	Disposal action
20879	Records documenting arrangements and money paid to enable unlawful non-citizens to proceed to a country of choice. Includes working papers.	Destroy 7 years after last action

MIGRATION MANAGEMENT

Reporting

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

For the drafting, finalising and presenting of special committee reports to the agency's board, use MIGRATION MANAGEMENT - Committees.

For the drafting and finalising of observer reports covering international migration visits, use MIGRATION MANAGEMENT - Visits.

For the submission of the agency's annual report to the portfolio Minister, use GOVERNMENT RELATIONS – Compliance.

For the annual report drafting process, use PUBLICATION – Drafting.

For the design and printing of the agency's annual report use PUBLICATION – Production.

Entry	Description of records	Disposal action
20880	Final version of formal migration enforcement and compliance reports made to government security/law enforcement organisations and the chief federal law officer.	Retain as national archives
20881	Final version of periodic formal reports made to government organisations, other than security or law enforcement organisations. Includes reports relating to enforcement of, and compliance with, migration legislation and the management of temporary and permanent entry into the country.	Destroy 10 years after last action
20882	Final version of periodic internal reports used to monitor and document recurring activities supporting the migration management function. Includes work progress reports against business and work plans and unit level performance reporting.	Destroy 5 years after last action
20883	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 5 years after last action

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

For the management of agency representatives on government bodies, use GOVERNMENT RELATIONS – Representatives.

Entry	Description of records	Disposal action
20884	Records documenting the nomination, appointment, resignation from and/or termination of agency representatives to professional bodies and international, national and state migrant organisations.	Destroy 10 years after end of appointment

MIGRATION MANAGEMENT

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Use to support development of projects, standards, guidelines etc, and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of records	Disposal action
20885	Records documenting research collected or carried out regarding migration policies and programs of other countries. Includes statistical data received and modified, and data modelling on the fiscal impact of migrants.	Destroy 10 years after last action
20886	Records documenting research collected or carried out to support the migration management function. Includes research to support enforcement and compliance of current migration policies and research for migration programs that involves consultation with international organisations.	Destroy 10 years after last action
20887	Working papers relating to research, including electronic recordings taken to collect migration data, carried out to support the migration management function. Includes working papers relating to research to assist in compiling of enforcement and compliance data.	Destroy when reference ceases

Reviewing

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

For reviews and reconsiderations of visa refusal decisions carried out internally, use MIGRATION MANAGEMENT – Visa Refusal Reviews.

Entry	Description of records	Disposal action
20888	Records documenting a review of agency programs and operations supporting the migration management function. Includes documents establishing the review, final report and action plan.	Destroy 10 years after last action
20889	Working papers documenting a review of agency programs and operations supporting the migration management function.	Destroy 3 years after last action

Risk Management

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

Entry	Description of records	Disposal action
20890	Records documenting risk management relating to the migration management function. Includes documentation covering each stage of the process, risk assessments, treatment schedules, and process findings.	Destroy 7 years after next risk assessment
20891	Migration management risks register.	Destroy 7 years after next risk assessment

MIGRATION MANAGEMENT

Seizure of Goods

The activities associated with seizing goods and evidence during enforcement operations in support of the migration management function. Includes return and disposal of seized or forfeited goods.

For appeals against disposal and destruction of property, use MIGRATION MANAGEMENT – Appeals (decisions).

For authorisation to dispose of and destroy property, use MIGRATION MANAGEMENT – Authorisation.

For operations to apprehend unlawful non-citizens, use MIGRATION MANAGEMENT – Investigations and Enforcement Operations.

For managing financial transactions supporting seizure and disposal activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For litigation involving disposal of property, use LEGAL SERVICES - Litigation.

Entry	Description of records	Disposal action
20892	Registers used to log, manage and dispose of goods and evidence seized during operations to enforce migration legislation.	Destroy 100 years after last entry
20893	Records documenting the seizure of goods and evidence during enforcement operations in support of the migration management function.	Destroy 20 years after last action
20894	Records documenting the return of seized goods.	Destroy 7 years after last action
20895	Records documenting the disposal of seized goods where the goods are forfeited to the Commonwealth or where there is no claim by the original owner.	Destroy 7 years after last action

Tendering

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

For agreements or contracts entered into not as a result of tendering, use MIGRATION MANAGEMENT – Agreements.

For activities involved in managing the performance of work or the provision of services by an external contractor or consultant, use MIGRATION MANAGEMENT - Contracting-out.

Entry	Description of records	Disposal action
21507	Records documenting the development and issue of tender documentation. Includes business plan, statement of requirements, request for proposals, and expressions of interest, Request for Tender (RFT), draft contract and tender evaluation plans.	Destroy 7 years after tender process completed
21508	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation reports, recommendations, final report and public notices.	Destroy 7 years after tender process completed

MIGRATION MANAGEMENT

Tendering - Continued

Entry	Description of records	Disposal action
21509	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
21510	Tender registers.	Destroy 7 years after last entry
21511	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with tender process
21512	Signed simple contracts and agreements resulting from tenders and supporting records. Includes the successful tender documentation.	Destroy 7 years after completion or other termination of contract
21513	Contract registers.	Destroy 7 years after last entry
21514	Signed contracts under seal prior to 15 November 2005 resulting from tenders and supporting records: Western Australia. Includes the successful tender documentation.	Destroy 21 years after completion or other termination of contract
21515	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. Includes the successful tender documentation.	Destroy 15 years after completion or other termination of contract
21516	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Western Australia (from 15 November 2005), Queensland, Tasmania, Australian Capital Territory and Northern Territory. Includes the successful tender documentation.	Destroy 12 years after completion or other termination of contract

MIGRATION MANAGEMENT

Training Services

The activities associated with providing training for external parties. Includes the development of training programs and materials, preparing training schedules and organising training facilities.

For giving formal addresses for training purposes, use MIGRATION MANAGEMENT – Addresses (presentations).

For the receipt of fees and/or payment of accounts supporting the running of training courses, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT - Payments.

For the publication of migration-related training material, use PUBLICATION – Production.

For managing the provision of training services for agency staff, use STAFF DEVELOPMENT – Training.

Entry	Description of records	Disposal action
20896	Final version of training material created in support of the migration management function. Includes, but not limited to: <ul style="list-style-type: none"> • programs • notes and summaries • hand-outs • films and videos 	Destroy 5 years after last action
20897	Records documenting the development of training programs and materials in support of the migration management function.	Destroy 2 years after last action
20898	Records documenting administrative and logistic arrangements relating to the conduct of training. Includes, but not limited to: <ul style="list-style-type: none"> • booking of speaker • venue and catering • management of registrations • attendance of staff 	Destroy 2 years after last action

Translating and Interpreting Services

The activities associated with arranging for translation of documents and/or interpreting of languages other than English. Includes translating and interpreting services for public use.

Entry	Description of records	Disposal action
20899	Records documenting arrangements for providing translating and/or interpreting services at the agency's offshore and onshore offices and processing centres.	Destroy 7 years after last action

MIGRATION MANAGEMENT

Visa Cancellation

The processes involved with cancelling visas due to non-compliance with temporary or permanent visa conditions.

For authorisation to cancel a visa, use MIGRATION MANAGEMENT – Authorisation.

For the removal of persons whose visas have been cancelled, use MIGRATION MANAGEMENT – Removal.

For managing financial transactions supporting visa cancellation activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For appeals to tribunals and courts (eg Migration Review Tribunal), use MIGRATION MANAGEMENT – Appeals (decisions).

For litigation involving visa cancellations, use LEGAL SERVICES - Litigation.

Entry	Description of records	Disposal action
20900	Records documenting the consideration and decision to cancel a permanent residency visa. Includes notice of proposed cancellation and revocation of cancellation.	Retain as national archives
20901	Records documenting the consideration and decision to cancel a temporary residency visa, where the visa holder is onshore.	Destroy 15 years after cancellation of visa
20902	Records documenting the consideration and decision to cancel a temporary residency visa, when the visa holder is offshore.	Destroy 7 years after cancellation of visa

Visa Monitoring

The activities of monitoring recipients of temporary or permanent visas to ensure compliance with visa conditions. Includes reviewing an inward non-citizen's travelling status and other statutory requirements set out for visas.

For managing financial transactions supporting visa monitoring activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For entering premises, for visa monitoring purposes, by using a monitoring warrant, use MIGRATION MANAGEMENT – Investigations and Enforcement Operations.

Entry	Description of records	Disposal action
20903	Records documenting the ongoing monitoring of visa holders against the requirements or restrictions of their visa conditions where permanent residency has been granted.	Retain as national archives
20904	Records documenting the ongoing monitoring of visa holders against the requirements or restrictions of their visa conditions where temporary residency has been granted.	Destroy 15 years after last action

MIGRATION MANAGEMENT

Visa Processing

The processes involved with making decisions on visa applications for temporary or permanent residency. Includes assessments of applications and related sponsorships or nominations, receipt of documentary evidence and advice to visa applicants regarding the outcome (ie grant or refusal) of visa applications.

For authorisation to process a visa, use MIGRATION MANAGEMENT – Authorisation.

For managing financial transactions supporting visa processing activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

For indexes of adoption related to immigration records, use INFORMATION MANAGEMENT – Control.

For visa application charge, refunds, remissions or waivers of visa application charge, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of records	Disposal action
20905	<p>Records documenting the application for, and processing of, a permanent residency visa, where the visa is granted and the applicant is onshore or offshore. Includes information gathered in relation to making the assessment, such as identifying information, personal documentation, information taken from discussions with the applicant, medical reports (eg interpretation of X-rays), health assessment decisions made by the visa processing officer (and relevant correspondence), and notification of decision on visa outcome.</p> <p>Also includes applications for visas relating to adoption and guarantees of accommodation. Excludes medical scans, such as X-rays, Computed Tomography (CT) scans and Magnetic Resonance Imaging (MRI) scans. Also includes, if applicable, health undertaking client letter.</p> <p>Note: identifying information refers to personal identifiers, such as fingerprints, height, weight, biometric information, person's signature, photographs etc.</p>	Retain as national archives
20906	Registers and indexes of visa applications for permanent residency visas. Includes visa information held in electronic system databases.	Retain as national archives
20907	Records documenting the application for, and processing of, a permanent residency visa, where the visa is refused and the applicant is onshore. Includes information gathered in relation to making the assessment, such as identifying information, personal documentation, information taken from discussions with the applicant, medical reports (eg interpretation of X-rays), health assessment decisions made by the visa processing officer (and relevant correspondence), and notification of decision on visa outcome. Excludes medical scans, such as X-rays, Computed Tomography (CT) scans and Magnetic Resonance Imaging (MRI) scans. Also includes, if applicable, health undertaking client letter.	Destroy 100 years after date of birth of applicant

MIGRATION MANAGEMENT

Visa Processing - Continued

Entry	Description of records	Disposal action
20908	Records documenting the application for, and processing of, a permanent residency visa, where the visa is refused and the applicant is offshore. Includes information gathered in relation to making the assessment, such as identifying information, personal documentation, information taken from discussions with the applicant, medical reports (eg interpretation of X-rays), health assessment decisions made by the visa processing officer (and relevant correspondence), and notification of decision on visa outcome. Excludes medical scans, such as X-rays, Computed Tomography (CT) scans and Magnetic Resonance Imaging (MRI) scans. Also includes, if applicable, health undertaking client letter.	Destroy 15 years after last action
20909	Records documenting the application, processing and grant of a temporary residency visa, where the applicant is onshore or offshore. Includes guarantees of accommodation and notification of decision on visa outcome. Note: It may include medical reports (eg interpretation of X-rays) and health assessment decisions made by the visa processing officer (and relevant correspondence). Excludes medical scans, such as X-rays, Computed Tomography (CT) scans and Magnetic Resonance Imaging (MRI) scans. Also includes, if applicable, health undertaking client letter.	Destroy 15 years after last action
20910	Records documenting the application, processing and refusal of a temporary residency visa, where the applicant is onshore. Includes notification of decision on visa outcome. Note: It may include medical reports (eg interpretation of X-rays) and health assessment decisions made by the visa processing officer (and relevant correspondence). Excludes medical scans, such as X-rays, Computed Tomography (CT) scans and Magnetic Resonance Imaging (MRI) scans. Also includes, if applicable, health undertaking client letter.	Destroy 1 year after appeal process has been exhausted or 15 years after last action, whichever is later
21517	Records documenting the application, processing and refusal of a temporary residency visa, where the applicant is offshore. Includes notification of decision on visa outcome.	Destroy 7 years after last action
20911	Registers and indexes of visa applications for temporary residency visas. Includes visa information held in electronic system databases.	Destroy 15 years after last entry
20912	Records documenting invalid, withdrawn or suspended applications for permanent and temporary residency visas.	Destroy 5 years after last action
20913	Medical scans, such as X-rays, CT and MRI scans, used to assist in assessing applications for permanent and temporary residency visas.	Destroy 2 years after last action

MIGRATION MANAGEMENT

Visa Processing - Continued

Entry	Description of records	Disposal action
20914	X-rays and other medical scans of unidentified clients, stored in bulk.	Destroy 1 year after last action

Visa Refusal Reviews

The activities involved in the process of reviewing visa refusal decisions, for both permanent and temporary residency visas, carried out within the agency.

For appeals against decisions by application to a higher authority (eg Administrative Appeals Tribunal) or an external authority (eg Migration Review Tribunal), use MIGRATION MANAGEMENT – Appeals (decisions).

For the management of complaints made by, or on behalf of, non-citizens to the agency in relation to the migration management function, use MIGRATION MANAGEMENT – Complaints Handling.

For re-evaluating processes, products and procedures, use MIGRATION MANAGEMENT - Reviewing.

Entry	Description of records	Disposal action
20915	Records documenting reviews of permanent residency visa refusal decisions carried out within the agency.	Destroy 100 years after date of birth of applicant
20916	Records documenting reviews of temporary residency visa refusal decisions, where the applicant is onshore, carried out within the agency.	Destroy 15 years after last action
20917	Records documenting reviews of temporary residency visa refusal decisions, where the applicant is offshore, carried out within the agency.	Destroy 7 years after last action

Visits

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

Entry	Description of records	Disposal action
20918	Records documenting arrangements for visits made to the agency by the Minister, members of Parliament, other Australian Government officials, agency officials, overseas migration delegations, representatives of national migration bodies and members of the public. Includes visitor books.	Destroy 6 years after last action
20919	Records documenting visits by agency staff to organisations both within Australia and overseas. Includes visit reports.	Destroy 6 years after last action